

## **December 16, 2005**

Chair Bix called the meeting to order with Committee Members Krug, Poehnel, Seidl, and Thiede present. Also present was IT Director Weinke.

Seidl moved to approve the minutes of the November 18, 2005 meeting as presented; Krug seconded. All Ayes. Motion Carried.

Seidl moved to approve the agenda with five items; Thiede seconded. All Ayes. Motion Carried.

**SAMS – Aging Network Migration:** This process is proceeding well. By Monday, December 19, 2005, Taylor County should be able to access all its data via the Internet, rather than through the local server. No further updates will need to be done by the local IT staff.

**WebCop – Law Enforcement System:** Another training session was just completed. This system will take time to learn, and users will very definitely need to be well trained to use this software. Except for backups, there will not be a lot of technical involvement by the Taylor County IT staff. There is Web-based backup, but Sheriff Key wants a weekly local backup, just in case.

**Microsoft Licensing:** ASAP no longer holds the State of Wisconsin contract for software. However, no one notified the counties of this fact. To continue to purchase software from them would cost almost double what it would cost to go through the new contract-holder. Weinke determined that Insight is the holder of the contract at this time. However, it will take at least 30 days for Microsoft to authorize Insight to sell the appropriate licenses to Taylor County.

**Internet Access – Extension Tiered Classroom:** UW-Extension wants an Internet drop installed in the tiered classroom for use in instructional endeavors. Everything will be disconnected when Extensions Agents are not present; and since Extension Agents will be using their laptops for these classes, there won't even be a computer in the room when the Agents are not there. Seidl moved to proceed with an Internet drop in the tiered classroom, and to have one UW-EX employee designated to guarantee that no improper use is made of this connection. Krug seconded the motion. All Ayes. Motion carried.

**Department Update:** SP2 was installed on the Exchange Server. There were no problems with the installation, and additional functionality was achieved.

Director Weinke previously contacted ACS for a price quote about a completely windows-based payroll/financial system. To date, there has been no response from them.

There were additional problems with the Temperature Control computer, which controls the HVAC system in the Court House. It is now setup as a completely standalone unit. Therefore, Jeff Ludwig's email has been disabled at this time. Weinke has things set up so that important emails to Mr. Ludwig are simply sent to the department printer.

Weinke ordered one new server and may use it for a WSUS server. However, she also wants to migrate the Visual WISSIS system at Human Services. This decision will wait until after the first of the year. At that time, the other servers will be delivered. There are various other complications that exist at the Human Services department, and these will be tackled after the first of the year as well. Weinke will find out what other counties are doing in this area and report back to the Committee next month.

There have been many problems converting the squad car computers over to digital. Only two are working properly. Weinke is working with the State on this.

The next meeting of the IT Committee will be Friday, January 27<sup>th</sup>, 11 AM.

With no further business, Seidl moved to adjourn the meeting; Poehnelt seconded the motion. All ayes. The meeting was adjourned at 11:56 AM.

**November 18, 2005**

**Call To Order:** Chair Bix called the meeting to order with all members present as follows: Krug, Poehnelt, Seidl, and Thiede. IT Director Weinke was also present.

**Approve Minutes Of September 30, 2005 and Approve The Agenda:** Seidl moved to approve both items; Thiede seconded the motion. All Ayes. Motion Carried.

**Docuware – Human Services Imaging System – Update:** All the equipment for the system has been received. Training should have taken place already; however, one supervisor needs to be involved in the training sessions. He is currently out on leave but should be back this week or next. It is hoped that employee training can be completed at that time.

**WebCop – Law Enforcement System – Update:** A training session with Sheriff Jack Kay as well as Deb Goerg and Angie Becker took place on November 16<sup>th</sup>. A “Go Live” date has not yet been set. The IT Department has not been through training either.

**Web Site:** The meeting minutes, a large part of the project, are now finished for the previous two years. The outside links are working, and the County Code and courthouse phone book are finished. The Employment Opportunities page is set up and working. The Department is now working on the content for each County department.

**Financial/Payroll Software:** Jackie, Amy, and Roxy attended an ACS meeting and found out that a complete Windows-based system is now available. Finance, Payroll, and the Register Of Deeds Departments are now the only departments that must use the AS/400. The Committee asked Director Weinke to check prices on the ACS package at this time. Since we just upgraded the AS/400, this would be a good time to compare prices. It may not be possible to convert because of the Register of Deeds operation. The biggest problem would be with their imaging. However, by the time the AS/400 needs upgrading again, the ACS package might be ready to handle that.

**Jail Program Room – Internet Usage:** Currently there is no Internet connection available to the inmates. Under no circumstances would there ever be a connection from the Jail Program Room to our County network. Tina Dietzman of NTC would like to set up an Internet connection in the Jail Program Room for inmates to use to work on talent profiling, job searching, resumes, and the like. Only certain inmates would be allowed to use the connection. In fact, the box would not even be in the room unless Ms. Dietzman was present; and she would strictly limit any usage of this Internet connection. Director Weinke would also have control over access to the Internet. NTC provides the actual computers. Seidl moved to try having very limited Internet usage available to inmates on a trial basis. If there are any problems, the connection will be terminated. Thiede seconded the motion. All Ayes. Motion Carried.

**Director’s Report:** The Department is working with the Sheriff’s Department to set up Critical Reach. This is a free program where area businesses can sign up to be informed immediately if any problems arise at other businesses in the area. This program will be set up on both machines in the dispatch department, as well as the Sheriff’s machine, the Chief Deputy’s machine, one of the Investigator’s machines, and probably one of the City Police Department’s machine.

**Next Meeting:** The next meeting of the IT Committee will be Friday, December 16, 2005 at 11 AM.

**Adjournment:** With no further business, Seidl moved to adjourn the meeting; Krug seconded the motion. All Ayes. The meeting was adjourned at 11:32 AM.

**September 30, 2005**

**Call To Order:** Chair Bix called the meeting to order with Committee Members Krug, Poehnel, Seidl, and Thiede present. New Member Krug was introduced to the other Committee Members. Also present was IT Director Weinke.

**Approve Minutes Of The August 26, 2005 Meeting:** Seidl moved to approve the minutes of the August 26, 2005 meeting. Thiede seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Seidl moved to approve the agenda with five items; Thiede seconded. All Ayes. Motion Carried.

**Docuware – Human Services Imaging System:** Weinke reported that the Docuware system has been ordered and should be ready for installation around the middle of October. There was some confusion, and the Human Service Director ordered five HP computers. The County has been ordering Dell computers, so these new computers do not follow our usual template.

**Printer Lease Through RMM Solutions:** The cost to purchase the network color laser printer is \$19,825 including maintenance and toner costs, to lease for four years with a 3-year warranty is \$15,606 including maintenance and toner costs, and to lease for four years with a 4-year warranty is \$16,478 including maintenance and toner costs. Seidl moved to lease the color laser printer for four years with a four-year warranty. The motion went on to state that the IT Department will charge the various departments the same cost as the Court House central copier if that charge is enough to recoup the costs of operation and establish a replacement fund. Thiede seconded. All Ayes. Motion Carried.

**Equus/Dell Computer comparisons:** Equus prices out as less for laptops but more for desktops. However, the Equus laptops have a three-year *mail-in* warranty, while the Dell laptops have a three-year *on-site* warranty. The Committee Members expressed additional concerns that the standardization of computers and warranties that the County has achieved would be lost going with a new vendor. Additionally, the county has been very happy with the Dell computers. Seidl moved to continue with the Dell computers as being in the best interests of the County. Thiede seconded the motion. All Ayes. Motion Carried. The Committee stated that this decision could be reconsidered on a yearly basis if the situation warrants that reconsideration.

**Budget Update:** Director Weinke informed the Committee that her session with the Budget Review Committee went smoothly, and the budget she submitted will be sent to the full County Board for approval.

**Department Update:** Two new network printers have been installed. In addition, the LCD ordered an OKI printer instead of what the IT Department recommended. There were several problems with installation centering on setting up IP addresses. These were eventually resolved. Director Weinke will be attending the Microsoft Server 2003 class next week. IT Employee Kahan will be attending the GIPPA meeting. The Law Enforcement software package is being implemented. Software in the squad cars is still problematic, and this could be because only one tower is working. The IT Department will continue to work on this and may be re-installing the software. Weinke is working on redoing the County Website, adding a tourism component and redoing the format. She will be using Macromedia Dreamweaver rather than Front Page for this redo.

**Adjournment:** The next meeting of the Committee will be Friday, October 21, 2005 at 11:00 AM. With no further business, Seidl moved to adjourn; Poehnel seconded. All Ayes. The meeting was adjourned at 11:36 AM.

## **August 26, 2005**

Chair Bix called the meeting to order with Committee Members Poehnelt, Seidl, Thiede, and Werner present. Also present was IT Director Weinke. Present for part of the meeting were Tom Rasmussen of TCR Solutions, and Jeff Salo and Bruce Zimmerman of Equus Computer Systems.

**Approve Minutes of the June 21, 2005 and July 14, 2005 Meetings:** Werner moved to approve the minutes of the June and July IT Committee meetings; Seidl seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Seidl moved to approve the agenda with eight items, Werner seconded. All Ayes. Motion Carried.

**Berbee Proposal for IMS21 For Human Services Records:** A representative from Berbee called August 8<sup>th</sup> and stated that if they set up records retention software for Human Services it would have to be on the AS400 at the Court House. Since this was not acceptable to the Human Services Department, they felt they should withdraw from competition.

**Human Services Imaging System Approval:** The RMM proposal through DocuWare is now the only software proposal under consideration for the Human Services Department. Weinke presented the contract to Corporation Counsel Everett Hale, who proposed several changes. Seidl moved to go with the RMM proposal contingent upon the Hale-suggested changes being implemented; Werner seconded. All Ayes. Motion Carried. Weinke will order 5 workstations through Dell and do the initial networking and software work, so that when RMM comes here they only need to do the DocuWare install.

**IT Department Credit Card:** The current IT Department credit card is in the name of Roxy Kahan, the former IT Director. The Department needs a credit card to make quick purchases over the Internet or telephone. Using the purchase order system that the County has in place could delay ordering urgently needed equipment. Thiede moved to change over to a card with Melissa Weinke's name; Seidl seconded. All Ayes. Motion Carried.

**iSeries Upgrade:** The iSeries upgrade was completed with virtually no problems the night of August 24<sup>th</sup> and was completed by 11:30 PM. The unit is one-half the size of the previous unit and twice as fast. A full system save now takes 30 minutes. Weinke informed the Committee that because of this, system saves will now be done on a daily basis.

**Printer Lease through RMM Solutions:** Purchasing a color laser printer for the network would cost \$19,825, including the printer, maintenance and toner costs. Leasing the same printer would cost \$15,606 over a four-year period. That would include maintenance and toner costs. Leasing also includes the care pack, which is a three-year warranty instead of the standard one-year warranty, plus an extra set of consumables. A discrepancy was noted between the four-year lease and the three-year warranty. Weinke will work on getting this issue resolved and report back to the Committee next month.

**WebCop/Enforcer Group:** The Department is working on getting this system up and fully functional. So far all files have been converted to ASCII format and compressed. The Virtual Private Network (VPN) should be functional very soon.

**Preliminary Budget Discussion:** Werner moved to forward the proposed budget to the Budget Review Committee for approval; Poehnelt seconded. All Ayes. Motion Carried.

**TCR Solutions – Presentation On Equus Computers:** Rasmussen, Zimmerman, and Salo presented material on Equus Computers. This is a 300-employee company founded in 1989, which now has ten service centers throughout the United States. Their goal is to provide “white box” computers at a lower cost than many name brands. Service is provided 7 AM through 7 PM. They would like Taylor County to consider ordering computers through them. Weinke will work up a “basic” computer configuration and price it out with Equus to see if savings could be achieved. She will report back next month.

**Adjournment:** With no further business, Seidl moved to adjourn; Thiede seconded. All Ayes. The meeting was adjourned at 12:28 PM.

**July 14, 2005**

Chair Bix called the meeting to order with Committee Members Poehnel, Seidl, Thiede, and Werner present. Also present were CIS Director Weinke, Human Services Director Hady, Human Services Coordinator Brost, and Register of Deeds Lemke. Arthur Corallo and David Baneck were present for the RMM Solutions' presentation.

**Approve Minutes of the June 23, 2005 Meeting:** Seidl moved to table the minutes of the Jun 23, 2005 meeting until next month; Thiede seconded. All Ayes. Motion Carried.

**Approve Agenda:** Seidl moved to approve the agenda as printed; Thiede moved to second. All Ayes. Motion Carried.

**Committee/Department Name Change:** Seidl moved to approve the name change of the Computer Information Services Department and Committee to the Information Technology Department and Committee. He further moved to submit a resolution to the Taylor County Board for its approval of the name change. Werner seconded. All Ayes. (NOTE: A resolution is not necessary to change the name of the department or the committee. A memo will be sent out to all Taylor County departments informing them of the change in name.)

**Department Job Descriptions, Responsibilities & Cross Training:** Seidl moved to send the departmental job descriptions to the Personnel Committee for approval. Werner seconded the motion. All Ayes. Motion Carried. These new job descriptions were developed as part of the cross-training program that the IT Committee requested at a previous meeting. With the new descriptions, it will be possible to see exactly who is trained to serve as backup for whom.

**HIPPA/Computer Usage Combined Policy Approval:** These policies were reviewed at the previous IT Committee meeting. With the minor changes suggested then, Seidl moved to approve the policy; Poehnel seconded. All Ayes. Motion Carried.

**iSeries Upgrade:** Weinke informed the Committee that if the County replaces its AS/400 before October 1, 2005, the cost for the actual iSeries, tape unit, installation services, software maintenance (three years), and hardware maintenance (three years), will be \$66,733. If the County waits until after October 1<sup>st</sup>, the cost will be \$86,733. We have to replace the unit because IBM is ending support for the current system. Thiede moved to go ahead with the purchase; Werner seconded. All Ayes. Motion Carried. We have the money in the replacement account for this item.

**Human Services – Server & Domain Upgrade:** This project went extremely well. The servers were shut down at 10:30 Thursday morning and almost everyone was in the new domain by 12:30. Everything was completed on Friday. There were no complaints. WISSIS is the only service remaining on the old server. Weinke would like Zamzow to assist the IT Department in changing WISSIS over to the new system.

**Docuware Needs Analysis Report – RMM Solutions:** Arthur Corallo and David Baneck presented their findings of the Human Services need for document imaging and retention. The cost of this system would be \$48,250. This includes a \$3,000 credit for the needs analysis. The money would come from the non-earmarked W-2 performance funds from several years ago. A 50% deposit is required to start installation, but the final payment would not be billed until Human Services is completely satisfied with the product. Seidl moved to approve purchase of the Docuware system; Werner seconded. After much discussion, Werner rescinded his second. There was no other second. Thiede then moved

to have Berbee come to the next meeting and present their system to the Committee; Werner seconded this motion. All Ayes. Motion Carried.

**Imaging System - Berbee:** See the above item.

**Department Update:** Weinke is developing an interdepartmental procedures manual to help with the cross-training problem. The Department has been short-staffed for the past several weeks due to vacations and training. However, they are managing to get everything done. Corporation Counsel Hale has given final approval to the WebCop contract, and the signing of that contract should take place later this month. Hale did make several changes to the contract as originally presented to the County. Three computers (Nancy's, Leon's, and Melissa's) need upgrading. Money is in the budget for this replacement. After the new computers are purchased, the three old computers will be put in the training lab. Weinke also announced that several other departments are not budgeting for new computers on a timely basis. It was suggested that this situation be brought up with the Budget Review Committee, so that it can be addressed in next year's budgets.

The next meeting of the IT Committee will be August 26, 2005 at 11:00 AM.

**Adjournment:** With no further business, Werner moved to adjourn the meeting; Poehnelt seconded the motion. The meeting was adjourned at 12:21 PM.

**June 21, 2005**

Chair Bix called the meeting to order with Committee Members Thiede, Poehnelt, Werner, and Seidl present. Also present were CIS Director Weinke and CIS Employee Kahan.

**Approve Minutes of May 24, 2005 Meeting:** Seidl moved to approve the minutes of the May 24, 2005 meeting; Werner seconded. All Ayes. Motion carried.

**Approve Agenda:** Seidl moved to approve the agenda as mailed; Thiede seconded the motion. All Ayes. Motion carried.

**Discussion On the Possible Purchase of New I Series:** The AS/400 has been upgraded about as far as is possible. Strategies & Solutions has informed us that if we trade our current box in before October, they will give us a \$20,000 trade-in value. We have had this unit for five years, and that is about as much as we can get from the unit. We currently have about \$65,000 in our replacement account. Weinke will get figures for replacement units and present them at the next meeting.

**HIPPA/Computer Usage Combined Policy:** The policy was reviewed with Roxy Kahan who designed it. Some minor changes were suggested. One of the considerations was changing the name of the department from Computer Information Services to Information Technology. This would give the department a shorter, more meaningful name. This will be discussed next month, and the policy will get its final review at that time.

**Human Services Upgrade & Move To New Domain:** This upgrade is scheduled for July 7-8. There will be some downtime because the department head requests that all work be done during the workday for security reasons.

**Docuware Update:** RMM is now scheduled to begin their three-day in-house analysis tomorrow. This means that we will be able to review their proposal at the next CIS Committee meeting.

Seidl moved to go into Closed Session at 11:25 AM pursuant to Wis. Stats. 19.85(1)(c), for the purpose of considering employment, promotion, compensation or performance evaluation data of the CIS Department. Werner seconded the motion. Roll Call: Bix – Yes, Poehnelt – Yes, Seidl – Yes, Thiede – Yes, Werner – Yes. Seidl moved to go back into Open Session at 11:55; Thiede seconded. Roll Call: Bix – Yes, Seidl – Yes, Poehnelt – Yes, Werner – Yes, Thiede – Yes.

**Adjournment:** The next meeting of the CIS Committee will be July 14, 2005 at 11 AM. With no further business, Seidl moved to adjourn the meeting; Poehnelt seconded the motion. All Ayes. Motion carried. The meeting was adjourned at 12:05 PM.

**May 24, 2005**

Chair Bix called the meeting to order with the following members present: Seidl, Poehnel, Thiede. Also present were Dan Brost and Sue Hady from the Human Services Department, Marvel Lemke from the Register Of Deeds office, and Melissa Weinke, Director of the CIS Department. Committee Member John Werner was absent.

**Approve Minutes of the April 22, 2005 Meeting:** Seidl moved to approve the minutes of the April 22, 2005 meeting; Thiede seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Seidl moved to approve the agenda as presented; Poehnel seconded. All Ayes. Motion Carried.

**Docuware Presentation :** Art Corallo and Dave Baneck of RMM Solutions reviewed the presentation they made two weeks ago to the Human Services Board. The Docuware software is designed to provide a mechanism to store confidential files and retrieve them with a minimum of effort. This software would also be very useful in disaster recovery and providing the Human Services Department with the ability to do more with fewer employees. The Health Insurance Portability & Accountability Act requirements also would be met with the software. Requested information could be provided to patients and attorneys via CDs instead of copying hundreds of pages of files.

The purpose of this presentation was to have the Committee authorize an analysis of what the software can do specifically for the Human Services Department. The cost of this assessment is \$3,000 of which \$1,500 would be refunded if Taylor County purchases the software.

Seidl moved to proceed with the analysis at a cost of \$3,000; Thiede seconded the motion. All Ayes. Motion Carried.

**Exchange 2003 Project Update:** The Court House, UW-Extension, Highway, and Commission On Aging are all up and running. Everyone can access email from anywhere. The Human Services Department has not been put on the server yet. There have been some issues with spam filtering; but other than that, the migration to the new server went well. The functionality includes a shared calendar, which several in the Sheriff's Department are using and liking.

**Equus Computers:** Tom Rasmussen of TCR Solutions has suggested that Taylor County use white box computers as a way of saving money. These computers seem to have limited features, such as 512 Mb RAM instead of 1Gb, no CD burners, no monitors, and no application software. The suggested cost is over \$800. The Committee felt this was a pretty high price for what Taylor County would get. However, it was decided that the next time we purchase computers, we will ask for bids from TCR Solutions and do a comparison at that time.

**WebCop Software:** The vendor sent Taylor County a contract, which our Corporation Counsel advised us not to sign. Sheriff Kay is talking with them on some of the issues, but there appears to be no movement at this time.

**Department Update:** We have received a few of the new Dell computers, and users seem to be very happy with them. Thiede informed the Committee that support for Dell computers appears to be very good at her firm.

The next meeting of the CIS Committee will be June 21, 2005 at 11 AM. At that time, it is hoped that the results of the RMM Solutions analysis for Docuware will be ready for final review. A closed session for personnel matters will be scheduled for that meeting.

With no further business, Seidl moved to adjourn; Thiede seconded. All Ayes. The meeting was adjourned at 12:55 PM.

**April 22, 2005**

**Call To Order:** Chair Bix called the meeting to order with Committee Members Werner, Seidl, Poehnelt, and Thiede present. Also present was CIS Director Weinke.

**Approve Minutes of March 25, 2005 Meeting:** Seidl moved to approve the minutes of the March 25, 2005 meeting of the CIS Committee. Werner seconded. All Ayes. Motion Carried.

**Approve Agenda:** Seidl moved to approve the agenda; Poehnelt seconded the motion. All Ayes. Motion Carried.

**Exchange 2003 Project Update:** The Exchange 2003 Project upgrade will start next week Tuesday, although Weinke is getting the servers ready and rebuilding the domain. All county employees will have to use the same format for email addresses. Most of the downtime required for the installation will be in the evenings with limited disruption to daily activity.

**Disposal of Computer Equipment:** All gone. Both the maintenance and sheriff's department helped move the equipment from the basement to the truck. After discussion, Werner moved to have the CIS Department absorb the cost of disposal of equipment this time but to charge it out to the individual departments in the future. Thiede seconded the motion. All Ayes. Motion Carried.

**SAMS – Aging Network:** We have had major problems with the SAMS network at the Commission On Aging. This is a federal system administered by the State of Wisconsin. The future system will be entirely Web-based. We will send our data in to the national provider. Once that is done, someone from each agency will review it for accuracy. Then the entire system will be upgraded, and its maintenance will no longer be our responsibility.

**IT Color Laser Printer:** The Ricoh printer that was purchased in 2002 has been a nightmare. It did not come with a maintenance contract; so all the maintenance kits and toner were our responsibility. At the time of purchase, the maintenance contract was felt to be exorbitant in price and thus was not purchased. Currently Weinke is trying to work out a new purchase or lease. She will be getting other quotes for the Committee to review.

**Department Update:** The new department furniture is coming Monday. The first Dell computer has arrived and appears to be working well. It was lower in cost than a similarly equipped Gateway. This new computer is for the new City of Medford Police Sergeant.

**Adjournment:** The next meeting of the CIS Committee will be Tuesday, May 24 at 11 AM. With no further business, Werner moved to adjourn the meeting. Seidl seconded. All Ayes. The meeting was then adjourned at 11:32 AM.

**March 25, 2005**

**Call Meeting To Order:** Chair Bix called the meeting to order at 9 AM with Committee Members Seidl, Thiede, Werner, and Poehnel present. CIS Director Weinke and Brian Wilson of The Star News were also present.

**Approve minutes of February 25, 2005:** Seidl moved to approve the minutes of the February 25, 2005 CIS committee meeting. Thiede seconded. All Ayes. Motion Carried.

**Approve Agenda:** Seidl moved to approve the agenda; Thiede seconded. All Ayes. Motion Carried.

**Year End Close:** The Committee reviewed the year-end figures for the CIS Department, as well as the recommended transfers proposed by Director Weinke and County Accountant Brandl. There was a surplus of approximately \$107,000 for 2004, but most of this money was carryover money for replacement of the AS400. We are currently in version 3 of system updates on this machine, and IBM could eliminate support for it at any time. Eventually Taylor County will go to a strictly PC-based network, but that reality is well into the future. Seidl moved to approve the transfers and send them to the Finance Committee for final approval. Werner seconded the motion. All Ayes. Motion Carried.

**Exchange 2003 Project:** Weinke presented a power point, showing the problems with the current system. Currently two user directories are necessary; but with Exchange 2003 only one would be necessary because Exchange 2003 integrates with Active Directory. Taylor County does not have the secure email that HIPAA requires, but Exchange 2003 allows for encryption of emails. We would also be able to maintain emails for public record purposes and expand our spam filtering. Email would be much faster with an in-house system. Currently if access to the host system goes down, we have no email capability, not even in-house email. Weinke estimates that by the second year we should be getting a positive return on our investment. The cost for Exchange 2003 is \$18,675. Seidl moved to approve the purchase with money from the 2004 surplus; Poehnel seconded. All Ayes. Motion Carried.

**Office Furniture Request:** Two quotes were received, one from EBI and one from Computer Express. The EBI quote was for \$8,303.39 including overhead storage, task lights, desks, and an extra worktable in Kahan's office. Corporate Express had a quote of \$9,253.48 for the same items. EBI has many clients in the Medford area, including Mid Wisconsin Bank and Hurd. Seidl moved to accept the EBI bid for \$8,303.39 and use surplus funds from 2004; Thiede seconded. All Ayes. Motion Carried.

**Disposal of Computer Equipment:** The Committee reviewed the list of obsolete equipment that is slated for donation to the Wisconsin Department of Corrections. The 99 monitors would cost \$5 each to dispose of at this time. This is up from \$2.50 last year. Werner moved to proceed with the donation; Thiede seconded the motion. All Ayes. Motion Carried.

**HIPAA Policies & HIPAA Sanctions Policy:** Seidl moved to table the review of HIPAA Policies and the HIPAA Sanctions Policy until next month. Thiede seconded. All Ayes. Motion Carried.

**Department Update:** TDS now has a 3-meg business DSL for \$259 per month. We are currently paying \$1580 per month for two T-1 lines. Weinke will meet with TDS to see if this option is viable for the County. If it is, we could save over \$10,000 annually. We might also be able to get the Airport on a Virtual Private Network using this technology.

Weinke expressed concern with Gateway Computers. They have moved their production to Mexico, and there have been problems with this. She will be contacting Dell Computers to see what they can offer us in the way of deals for new computers. Thiede says she feels her firm gets a better machine with a better warranty for less money from Dell.

Squad car radios are now running a new digital mobile radio network. This should be more stable. The radios are running off the Holcombe tower now; our other tower should be upgraded soon to provide blanket coverage throughout Taylor County.

Our computer programmer has developed a new program for use at the Airport. It will allow a streamlined billing process and should save hours of airport manger time every month. The Airport may have to upgrade its computer to run this program, however.

**Next meeting:** The next meeting of the Taylor County CIS Committee will by April 22nd at 11 AM.

**Adjournment:** With no further business, Seidl moved to adjourn the meeting. Thiede seconded the motion. All Ayes. Motion Carried. The meeting was adjourned at 10:30 AM.

## **February 15, 2005**

Chair Bix called the meeting to order with Committee Members Poehnel, Seidl, Thiede, and Werner present. Also present was CIS Director Weinke.

**Approve Minutes Of January 6, 2005:** Werner moved to approve the minutes of the January 6, 2005 meeting; Seidl seconded. All Ayes. Motion Carried.

**Approve Agenda:** Seidl moved to approve the agenda with six items; Werner seconded. All Ayes. Motion Carried

**Exchange 2003 Project:** Taylor County has had some significant issues with email lately. Our email server is in Chicago. If it goes down, we have no internal email. As it stands now, CIS employees have to set up, update, and maintain each workstation's address book. This takes a lot of CIS Department time. The County also has to implement a records retention policy for email, and Exchange 2003 would facilitate this. Full control could be exercised from the CIS department, and the individual departments would not have to deal with it at all. We would also save money by not having to pay external Web service fees. Department calendars could be established also.

There are carryover funds from 2004 that could be used for the purchase. The Committee would like to have a cost analysis of how much could be saved. Director Weinke will develop this, as well as a projection of how else efficiencies could be established, and present this information at the next meeting. No Action Taken.

**Office Furniture Request:** Director Weinke reported that the furniture for the CIS Department consists of furniture discarded from other departments. It is not suited to heavy computer usage, and employees are concerned about wrist and neck pain from not having ergonomic furniture. One quote was presented for four desks at \$800 each. The \$1,150 delivery and installation charges would be waived. After discussion, it was decided that other options should be explored, since each employee might need a different kind of desk. Committee Member Thiede will provide the names of some additional vendors for Director Weinke to contact. Seidl moved to table this item until next month; Werner seconded. All Ayes. Motion to table carried.

**Security Awareness Newsletter:** The Committee reviewed the quarterly security awareness newsletter, including the continuity of operations plan.

**Auction For Older Equipment:** After reviewing the options, the Committee decided that the auction would probably not be worth the effort for old computer equipment. However, for larger items from other departments, it might work well. We will work on this as items become available.

**Disposal Of Computer Equipment:** Committee Members Thiede and Poehnel reported that their firms both pay to get rid of old computer equipment. Taylor County can donate computer equipment to the Department of Corrections at no charge, except for a \$2.50 fee for each monitor. Seidl moved to ask County Clerk Strama to authorize donating all our old computer equipment to the Department of Corrections and pay the \$2.50 fee for monitors. Werner seconded the motion. All Ayes. Motion Carried.

**Department Update:** The new printers for the Human Services Department have finally been received. The Economic Support unit has just received more computer requirements from the State of Wisconsin, so we may need to purchase a couple computers to satisfy

that. Director Weinke will be meeting with Sheriff Jack Kay later today to work on the possible implementation of WebCop.

The next meeting of the Taylor County Computer Information Services Committee will be March 25, 2005 at 9 AM.

With no further business, Seidl moved to adjourn; Thiede seconded. All Ayes. The meeting was adjourned at 9:53 AM.

**January 6, 2005**

Chair Bix called the meeting to order with Committee Members Seidl, Poehnelt, Werner, and Thiede present. Also present were Director Kahan, Network Administrator Weinke, and Human Services Director Koerner.

Seidl moved to go into Closed Session pursuant to Wis. Stats 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of the CIS staff. Werner seconded the motion. Roll Call: All Ayes. Motion carried. The Committee went into closed session at 11:03 AM.

Seidl moved to go back into Open Session pursuant to Wis. Stats 19.83 to take any necessary action on the matter discussed in Closed Session. Werner seconded. Roll Call: All Ayes. The Committee reconvened in Open Session at approximately 11:19 AM.

Seidl moved to approve the position changes (Kahan to Network Administrator, Weinke to CIS Director) effective January 10, 2005 and to forward the new job descriptions to the Personnel Committee for approval. Thiede seconded the motion. Roll Call: All Ayes. Motion Carried.

**Update on Human Services Printers.** The Department went with a local supplier, Jerry and Sue Clark, who gave an ETA of December 10, 2004. It has now been five weeks, and we are still awaiting delivery. In the future, we will set a time limit for delivery.

**Director's Report:** The Committee reviewed a listing of all projects currently underway in the Department. Kahan is currently working on a HIPPA sanctions policy. She is also finishing up with the policies and procedures manual for HIPPA. Concern was discussed about the future Law Enforcement package. It was decided that we recommend to the Sheriff's Department that the Jailer/Dispatchers see the package before it is purchased. The Sheriff will have the final decision.

**Adjournment:** The next meeting of the CIS Committee is set for February 16, 2005 at 11 AM. With no further business, Seidl moved to adjourn; Thiede seconded. All Ayes. The meeting was adjourned at 11:42 AM.