

December 20, 2007
Sheriff's Department Training Room

Call Meeting To Order: Chair Bix called the meeting to order at 10:00 AM.

Members Present: Bix, Bizer, Poehnel, Seidl, Thiede.

Members Absent: None.

Other Attendees: IT Director Weinke, Luke Klink from The Star News.

Approve Minutes of the November 16, 2007 Meeting & Approve Agenda: Seidl moved to approve the minutes of the November 16, 2006 meeting and the agenda with nine items. Thiede seconded. All Ayes. Motion carried.

DB Wireless: DB Wireless has requested use of one of the County towers for their wireless service and is currently negotiating with the Buildings & Grounds Committee. They are willing to pay \$500/month rent for the tower space and provide the County with free Internet service at 3 MB. Taylor County needs 5 MB and needs completely reliable service since many of our functions are critical. Weinke will investigate the company, its Internet speed possibilities, and its reliability. It was generally felt that we would pass on the Internet service at this time. Further discussion will take place next month.

Chamber of Commerce Computer: The Medford Area Chamber of Commerce has asked for the use of an old computer to maintain the new electronic sign at the corner of Highways 64 & 13. We will provide one that will be returned to the County for proper disposal when it is no longer operational.

Computer Use Policy - Training: There are approximately 30 employees who have not yet had their computer use policy training. Also, several new employees at Human Services will have to be trained. It was decided that this should be completed by the end of January. After that, a monthly training session will be tentatively scheduled for new employees.

iSeries OS Upgrade: The upgrade went very smoothly; only one hour of downtime during work hours was needed. Everything is working well.

Department Update: The IT Department is providing quotes for new computers, printers, and other electronic equipment for purchase by the other departments. The IT employees are also working to get the oldest equipment off the network to increase speed and efficiency. Nathan Daniels will be finished with his work/study program about mid-January. He has worked out really well. Weinke will be exploring the possibility of using another company to recycle our computers and equipment at no cost to the County. The State of Wisconsin has requested that the TIME system, which is used for license plate checks, be set up as a standalone system that can be accessed exclusively through BadgerNet.

Next Meeting: The next meeting of the Taylor County Information Technology Committee will be Thursday, January 24, 2008 at 10:00 AM.

Adjournment: With no further business, Seidl moved to adjourn; Poehnel seconded. All Ayes. The meeting was adjourned at 10:45 AM.

November 16, 2007

Sheriff's Department Training Room

Call Meeting To Order: Chair Bix called the meeting to order at 10:00 AM.

Members Present: Bix, Bizer, Poehnelt, Seidl, Thiede.

Members Absent: None.

Other Attendees: IT Director Weinke, Luke Klink from The Star News.

Approve Minutes of the October 19, 2007 Meeting & Approve Agenda: Seidl moved to approve the minutes of the October 19, 2007 meeting as mailed and the agenda as printed with eleven items; Thiede seconded. All Ayes. Motion Carried.

Laptop for Charity in Nicaragua: Arlen Albrecht of the UW-Extension has an old laptop that is no longer adequate for his use. He would like us to transfer ownership of this laptop to the Wisconsin Nicaragua Partners, Inc. for educational use in Nicaragua. The County Clerk has the final approval on this transfer, but he would like a recommendation from the IT Committee. Bizer moved to recommend to the County Clerk that he donate this laptop to the Wisconsin Nicaragua Partners, Inc. for educational use in Nicaragua but to format the computer first to destroy all data on the hard drive. Seidl seconded. All Ayes. Motion Carried.

Computer Use Policy - Training: Thirty employees still need to be trained on the Computer Use Policy. These employees are primarily Sheriff's Department employees on the night shift. Several questions have come up regarding who has access to computer usage information. The feeling of the Committee was that Department Heads would have access to determine the appropriateness of their employees' computer usage. As far as the public is concerned, that access will be dictated by the Freedom of Information Act or any other applicable federal or state laws. There was a suggestion that employees be allowed to read the policy on their own and then sign off on it. The Committee was totally opposed to this idea, since that was the procedure that was followed previously. Using that older procedure, several employees claimed that they had not been properly trained and so could not be held accountable. The new policy was designed to correct that problem. There will be no exceptions.

Computer Use Policy - Possible Change: During training on the computer use policy, several employees suggested that the ability to restrict or revoke the ability of employees to use County computers for personal use only be allowed because of the employee abusing the policy. The Committee felt that the Department Heads should have the authority to determine how to define "limited personal use". If the Department Head decides there should be no personal use, then the Department Head should have the authority to enforce that decision.

Local Municipality Websites: So far, only the Towns of Grover and Westboro have expressed an interest. The Committee will wait until its January meeting to see if any other townships are interested. If not, the Taylor County Website will offer links to township Websites, as well as boosting its coverage of points of interest throughout the County.

iSeries OS Upgrade: On November 27, the IT Department will begin the prep work for the AS400 upgrade. The actual installation date will probably be in early to mid-December.

The Wagner Group: The Wagner Group specializes in telecommunication expense management by analyzing current phone and Internet contracts and invoices. They also look for competitive contracts

with other companies. The Wagner Group has offered its services to the County. If they find costs that can be reduced or eliminated, they will receive 35% of those costs. Otherwise, we owe them nothing. The report will be presented at a later Committee meeting.

Department Update: The Department of Health will be getting four new computers, including one laptop, using grant funding. The Sheriff's Department's TIME System specs require that all IT Department employees who have access to the server take an online training course. This will be happening soon. The Land Conservation Department purchased a new laptop for use in the field. A training session was held for local treasurers. It went well. However, there were several suggestions that a bigger training room be provided. The Committee felt that this was not feasible because of the cost of remodeling for this rather rare event. It was suggested that possibly the company doing the training, instead schedule two-a-day sessions to provide a less crowded environment.

Next Meeting: The next meeting of the Taylor County Information Technology Committee will be Thursday, December 20, 2007 at 10:00 AM.

Adjournment: With no further business, Bizer moved to adjourn; Thiede seconded. All Ayes. The meeting was adjourned at 10:48 AM.

October 19, 2007

Sheriff's Department Training Room

Call Meeting To Order: Chair Bix called the meeting to order at 9 AM.

Members Present: Bizer, Bix, Poehnel, Seidl, Thiede.

Members Absent: None.

Other Attendees: IT Director Weinke, IT Work-Study Student Nathan Daniels.

Approve Minutes of the September 20, 2007 Meeting: Seidl moved to approve the minutes of the September 20, 2007 meeting; Poehnel seconded. All Ayes. Motion Carried.

Approve Agenda: Bizer moved to approve the agenda with eleven items; Seidl seconded. All Ayes. Motion Carried.

EmGov Grant / Tablet Computer: Taylor County Emergency Management was responsible for county fire departments, ambulance services, squad cars, and the like getting tablet computers. The Medford Area Fire Department tablet computer is now having problems. They would like to purchase the tablet from us so that they can fix it and continue to use it. After discussion, Bizer moved that the MAFD fix the tablet at their expense but that we retain ownership; Seidl seconded. All Ayes. Motion Carried.

Computer Use Policy Training: Eight separate training sessions have been set up; however, the Health Department has asked to have their own training session. Because of overtime issues and the need for 24/7 coverage, an evening session may be necessary for the Sheriff's Department as well.

Local Clerk/Treasurer Email: County Clerk Bruce Strama would like all local township and village clerks and treasurers to have their own county email addresses. This would save the County Clerk time and money by providing an easy and efficient way of communicating with the local clerks and treasurers. One way to finance this would be to have the municipalities pay for Client Access Licenses and a small annual fee, but this would be minimal. Bizer moved to authorize local clerks and treasurers to have county email addresses with the financial aspects to be worked out between the County Clerk and the local clerks and treasurers; Seidl seconded. All Ayes. Motion Carried.

iSeries OS Upgrade: The Register of Deeds has requested an upgrade of the iSeries from V5R3 to V5R4 in order to make the Land Records database more versatile. The cost of \$2,560 is being borne by the Register of Deeds' office.

Virtual Environment Lease: Taylor County is planning to develop a virtual environment over the course of several years. RMM Solutions has suggested using a lease to set up the entire program at once. Director Weinke will develop further details and present them at future meetings.

Department Update: The Network Video Cameras are now working. We may not have to purchase third-party software for these cameras after all. The computers for Child Support should be in Monday, October 24. Dell had some parts shortages, and that is the reason for the delay. The IT Budget was approved at Budget Review with no revisions.

Next IT Committee Meeting: The next meeting of the Taylor County Information Technology Committee will be Friday, November 16, 2007 at 10 AM.

Adjournment: With no further business, Seidl moved to adjourn; Thiede seconded. All Ayes. The meeting was adjourned at 10:03 AM.

September 20, 2007

Sheriff's Department Training Room

Members Present: Bizer, Bix, Poehnelt, Seidl, Thiede

Members Absent: None

Other Attendees: Luke Klink, The Star News

Call Meeting To Order: Chair Bix called the meeting to order at 10:00 AM.

Approve Minutes of the August 15, 2007 Meeting and Approve Agenda: Thiede moved to approve the minutes of the August 15, 2007 meeting and to approve the agenda with ten items. Bizer seconded the motion. All Ayes. Motion Carried.

Computer Use Policy Training: Originally the Computer Use Policy training was scheduled for September. However, due to budget planning, software maintenance, installing new computers and printers, this will be delayed until October.

Work Study Program: Nathan Daniels started his work study program at the County and has worked on rebuilding PC's; installing critical updates on training computers; installing dual monitors, wireless keyboards, and wireless mice. In addition, he was given the grand tour and introduced to Active Directory and the AS400.

Fire-Resistant File Cabinet: At the Committee's request, Weinke researched the cost of obtained a fire-resistance file cabinet. The cost would be approximately \$1140 including shipping and handling. After discussion, it was decided that a fire-resistant file cabinet was not needed. Weinke will check to see if there are any unused four-drawer file cabinets in the Court House.

Local Municipality Websites: Terry Schultz of the Town of Grover contacted Weinke about the possibility of having a Town of Grover mini-Website piggybacked onto the Taylor County Website. He would like to have the history of Perkinstown, information on the Winter Sports Area, links to other organizations in Perkinstown and Town of Grover zoning ordinances. The Committee felt that the Taylor County Website itself should have a campsite and recreation area section, which would contain information on the Winter Sports Area, as well as other parks and activities within Taylor County. Weinke will determine if other villages and towns are interested in having their own mini-Websites and what the costs would be. It was felt the County Website should also have links to the City of Medford Website, as well as any village Websites that may exist.

2008 Budget: The IT Department Budget increased 1.7% on the operations side which is well within the 2% limit set. Personnel costs for salary and benefits amounted to a 6.61% increase. This figure is based on a 10% increase in health insurance costs; but that increase is only going to be 4%, so the benefits figure will be lower. Poehnelt moved to approve the projected 2008 IT budget for submission to the Budget Review Committee; Thiede seconded. All Ayes. Motion Carried.

Department Update: Child Support now has dual monitors so they can work on two applications simultaneously. They also have wireless keyboards and mice and are very pleased with the result. The IT Department is still working with the State of Wisconsin and Dispatch to move Enforcer users to a Portal 100 Web-based application. This will take some time. There has been a request from the Jail that inmates be given unsupervised access to the Internet for job searching. The Committee determined that this would NOT be happening.

Next Meeting Date: Friday, October 19, 2007 at 9 AM

Adjournment: With no further business, Seidl moved to adjourn; Thiede seconded. All Ayes. Motion Carried. The meeting was adjourned at 10:42 AM.

August 15, 2007

Sheriff's Department Training Room

Members Present: Bix, Bizer, Seidl, Thiede

Members Absent: Poehnelt

Other Attendees: IT Director Weinke

Approve Minutes of the July 20, 2007 Meeting: Seidl moved to approve the minutes of the July 20, 2007 meeting after indicating that Committee Member Poehnelt was absent; Bizer seconded. All Ayes. Motion Carried.

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

PC Specialist Grade: The Personnel Committee approved the reclassification of the PC Specialist from Grade 11 to Grade 12.

Computer Use Policy Training Dates: The training dates for the new Computer Policy are: September 13, 20, and 27 at 10-11 AM and 2-3 PM. If an employee finds he or she cannot attend any of these six sessions, another session may be initiated.

Vista Class - Update: PC Specialist Dassow and IT Director Weinke attended Vista training last week. The new operating system is complex but should offer another level of security for the county computer network.

Human Services Computer: The IT Committee approved the purchase of a new computer for the Human Services reception area, and the Human Services Committee approved that same purchase this month. The county should be receiving this computer early next week.

SonicWALL: The level of security provided by the SonicWall is vastly superior to that provided by the old PIX firewall. The Symmetrical Internet has been set up, and this should reduce the cost of our Internet access from \$1720/month to \$1000/month. The virtual private network is proving difficult to set up under the SonicWALL but should be up and running soon.

Work Study Program: Nathan Daniels is interested in being a work study student for the upcoming semester. He would be allowed some rebuilding and non-security related work in addition to his job shadowing. Seidl moved to establish a work study program for Nathan Daniels if there are no liability issues that cannot be resolved. Bizer seconded the motion. All Ayes. Motion Carried.

Department Update: The County will be getting rid of the old green bar printer this fall in addition to a lot of old and/or broken equipment. A newer computer has been set up at the Human Services Department to be used as the Host-On-Demand print server. Budget Review for the IT Department will be September 27 at 1 PM. As requested, Director Weinke has looked into the cost of a fire-resistant file cabinet for installation discs. That item will be discussed at the next meeting. The County Clerk's office needs updated computers but lacks the budget for brand new ones. The IT Department will sell its computers to the County Clerk and get new ones for the IT Department.

Next Meeting: The next meeting of the IT Committee will be Thursday, September 20, 2007, at 10 AM.

Adjournment: With no further business, Thiede moved to adjourn; Seidl seconded. All Ayes. The meeting was adjourned at 10:45 AM.

July 20, 2007

Sheriff's Department Training Room

Call Meeting To Order: Chair Bix called the meeting to order at 9 a.m.

Members Present: Bix, Bizer, Thiede, Seidl.

Members Absent: Poehnelt.

Other Attendees: IT Director Weinke.

Approve Minutes of June 22, 2007 Meeting: Seidl moved to approve the minutes of the June 22, 2007 meeting; Thiede seconded. All Ayes. Motion Carried.

Approve Agenda: Bizer moved to approve the agenda with eleven items; Seidl seconded. All Ayes. Motion Carried.

Revised Job Description - PC Specialist: After review, Seidl moved to approve the revised job description for the PC Specialist and forward it to the Personnel Committee for approval. Thiede seconded. All Ayes. Motion Carried.

Computer Use Policy: The Committee reviewed the revised Computer Use Policy. Seidl moved to approve the policy with minor modifications; Thiede seconded. All Ayes. Motion Carried. Training of employees on the new policy can now begin.

HP Trade-In Program: When Taylor County purchased its new switches for the network, HP agreed to a \$2,630 trade-in. We have now received the check.

Vista Classes: IT Employee Dassow and IT Director Weinke will be taking classes on the new Microsoft Vista Operating System. The cost for the classes is \$450 total, and there will be additional expenses for mileage and meals. Tischendorf will attend training at a later date.

Vista Computers: The new Vista Operating System will gradually replace all Taylor County network computers. Director Weinke suggested that the IT Department purchase three new computers with Vista installed for the IT Employees to use in getting familiar with the new system. Thiede suggested that one of these computers be a laptop so that it can also be used as a backup to the one Department laptop already in use. Thiede moved to purchase three Vista-installed computers, including one laptop, for use by the Department in learning the Vista System; Bizer seconded. All Ayes. Motion Carried.

Human Services Computer: The Human Services Department is trying a two-person reception desk to increase efficiency. This would entail a second computer at the front desk. That Department is currently trying out the new format. Seidl moved to approve the purchase of a second computer for the front desk if the Human Services Department requests it; Thiede seconded. All Ayes. Motion Carried.

Department Update: The SonicWALL firewall is here and it is scheduled to be installed on July 30. The Department plans to set up the symmetrical Internet at the same time. Some down time will be necessary in late afternoon because TDS only works during weekdays. Employees will be notified beforehand of the down time. The UW-Extension laptop has finally been delivered; there have been a few glitches, but things seem to be working fine now. LandShark was changed over from Apache to IBM's Application Server without major problems.

Next Meeting: The next meeting of the Taylor County Information Technology Committee is scheduled for Wednesday, August 15, at 10 AM.

Adjournment: With no further business, Seidl moved to adjourn; Thiede seconded. All Ayes. meeting was adjourned at 9:52 AM.

June 22, 2007

Sheriff's Department Training Room

Call Meeting To Order: Chair Bix called the meeting to order at 9 a.m.

Members Present: Bix, Bizer, Poehnel, Thiede, Seidl.

Members Absent: None.

Other Attendees: IT Director Weinke.

Approve Minutes of the May 18, 2007 Meeting & Agenda with 13 Items: Seidl moved to approve the minutes of the May 18, 2007 meeting and the agenda with 13 items; Poehnel seconded the motion. All Ayes. Motion Carried.

Agenda & Minutes Templates: There are several volunteers using the new minutes and agenda templates. With their feedback, revisions may be made to make the templates user-friendlier. The Health Department is reluctant to use the new format.

Computer Use Policy: Chair Bix will present some minor revisions at the next meeting.

SonicWALL Internet Security Appliance: Cisco no longer supports the PIX Firewall we purchased in 2001. A new security appliance, SonicWALL, currently has a promotion to provide the Enhanced OS as a free download, a \$1,000 value. Director Weinke presented a proposal from RMM Solutions in the amount of \$4,045.00 for the SonicWALL; the Department has \$5,652.97 in the Expansion of Hardware line item. Thiede moved to purchase the SonicWALL; Bizer seconded. All Ayes. Motion Carried.

County Website Colors: After considerable discussion, it was decided to leave the Taylor County Website as is. We have had several compliments for the design, and it is distinctive. The Committee felt that Director Weinke and her Department have done an excellent job.

Anti-Spyware Purchase: There has been a problem with a few computers picking up spyware. Most of the problems are located in one department. Some discussion was held about requiring that department to purchase spyware protection for their computers. It was decided to hold off on this until the SonicWALL is operational since this may solve the problem.

Reclassification Request: Department Employee Dassow has requested a reclassification of her position based on increased job duties. This position was downgraded from a Grade 13 to a Grade 11 sometime around 1996. Since that time, both IT Directors before Weinke requested an upgrade back to a Grade 13, but the requests were turned down. This job has had a major increase in duties through the years including working with the Barracuda and the Website, as well as significant cross-training duties. Director Weinke and Chair Bix will work on upgrading the job description in anticipation of presenting the reclassification request to the Personnel Committee.

Closed Session: Seidl moved to go into Closed Session at 10:18 AM pursuant to Wis. Stats. 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of the IT Department. Bizer seconded. Roll Call: All Ayes.

Open Session: Seidl moved to go into Open Session at 10:31 AM; Bizer seconded. Roll Call: All Ayes. Chair Bix will fill out the Performance Review and give it to the Human Resources Director, along with the salary increase form.

Department Update: Host-On-Demand updates will be done for Child Support and Human Services. Employee Dassow is on vacation this week.

Next Meeting: The next meeting of the Taylor County Information Technology Committee will be July 20, 2007 at 9 AM.

Adjournment: With no further business, Bizer moved to adjourn; Thiede seconded. All Ayes. The meeting was adjourned at 10:42 AM.

May 18, 2007

Sheriff's Department Training Room

Call Meeting To Order: Chair Bix called the meeting to order at 10 a.m.

Members Present: Bix, Bizer, Poehnelt, Thiede, Seidl.

Members Absent: None.

Other Attendees: IT Director Weinke, Star News Reporter Luke Klink.

Approve Minutes of the April 13, 2007 Meeting: Seidl moved to approve the minutes of the April 13, 2007 meeting; Poehnelt seconded the motion. All Ayes. Motion Carried.

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

Agenda & Minutes Templates: Due to the department arbitration hearing and the Police & Fire Commission disciplinary hearing, Director Weinke did not have time to work on this item. She should be able to report to the Committee on it next month.

Switch Upgrade: The switch upgrade was handled on Saturday, April 21. Everything went very smoothly with no problems whatsoever. HP will take the old 3Com switches in trade and give us a credit of \$2,600.

Computer Use Policy Additions: The City of Medford Police Department is using our Computer Use Policy since they are connected to our network. It was decided to add "Medford City Police Department" to the front page of the policy reflecting this fact. After some discussion, it was decided to have Director Weinke determine what other entities use our network and have their names added to the front page also. Tentatively this would include University of Wisconsin - Extension, The District Attorney's and Circuit Court Judge's offices, The Rib Lake and Gilman Police Departments, and possibly some others. All those employees should be signing an agreement that they will follow our computer use policy.

Computer Use Training: Director Weinke has been working on a PowerPoint for use as training on the Computer Use Policy. This PowerPoint should be ready for review at the next Committee Meeting.

County Website Colors: We have had several compliments on our County Website and one complaint that older people have trouble reading some of the print. After some discussion, it was decided to eliminate the small white printing on the black background and replace it with larger white printing on a dark red background. These changes will be available for review at the next meeting.

Department Update: For four of the next seven weeks, the Department will be short at least one person due to vacations. The Department won the grievance on hiring the new Network Administrator, so Jennifer Tischendorf is now officially the Network Administrator.

Next Meeting: The next meeting of the Taylor County Information Technology Committee will be on Friday, June 22 at 9 AM.

Adjournment: With no further business, Bizer moved to adjourn the meeting; Thiede seconded the motion. All Ayes. The meeting was adjourned at 10:45 AM.

April 13, 2007

Sheriff's Department Training Room

Call Meeting To Order: Chair Bix called the meeting to order at 10 a.m.

Members Present: Bix, Bizer, Poehnelt, Thiede, Seidl.

Members Absent: None.

Other Attendees: IT Director Weinke.

Approve Minutes of the March 23, 2007 meeting: Thiede moved to approve the minutes of the March 23, 2007 meeting; Seidl seconded the motion. All Ayes. Motion Carried.

Approve Agenda: Bizer moved to approve the agenda with eight items; Seidl seconded. All Ayes.

Wireless: Two of the five radios on the NTC tower may have moisture in them. This has caused some outages. RMM has agreed to replace them at no cost to the County and will do so on a sunny day to avoid future problems.

Agenda Template: The Department Heads had a meeting April 9 where they reviewed the agenda and minutes templates. It was suggested that a template be developed to be used when closed sessions are required. A revised agenda template will also need to be set up.

Minutes Template: See "Agenda Template" item above.

Computer Use Policy: The proposed Computer Use Policy was revised by the Ad-Hoc Committee on County Equipment Usage and sent to Committee Members for review prior to this meeting. Seidl moved to formally approve the policy; Thiede seconded. All Ayes. Motion Carried.

Department Update: On Saturday, April 21, switches on the County Network will be replaced. Department Heads and Employees are being notified that no work should be planned for that day.

The IT Programmer recently finished installing a LandShark upgrade in the Register Of Deeds Office and a Payroll/Finance Upgrade in the Finance Office. Everything is running smoothly, and there was little downtime for the users.

The County is close to maxing out our backup tapes. Some backups have actually required a second tape; this has caused problems because someone must be here in order to switch out the full tape for an empty. Director Weinke will look into pricing on higher capacity tape equipment.

Dan Renzoni of the UW-Extension asked if the 4-H clubs could use County equipment to set up an Ebay account to sell plat books. It was decided that this would not be allowed.

The Economic Support Unit at Human Services has had trouble with their scanning station. The computers used for this purpose belong to the County, but the scanning equipment is the State's. The problem was caused at the State end. It was cleared up, but problems continue to develop.

Director Weinke and Network Administrator Tischendorf will attend a GIPAW meeting in Waupaca on April 18-19. The new Microsoft 2007 SharePoint Server will be demonstrated. This could be a big benefit to the County.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee will be Friday, May 18 at 10 AM.

Adjournment: With no further business, Chair Bix adjourned the meeting.

**JOINT MEETING OF THE PERSONNEL COMMITTEE & INFORMATION TECHNOLOGY COMMITTEE
APRIL 11, 2007**

Information Technology member Jim Seidl called the meeting to order at 10:50 a.m. in the Third Floor County Board Room. Members present were Joe Sweda, Lester Lewis, Wayne Lato, Fred Parent, Dave Bizer, Carmen Thiede and Allen Poehnelt. Others present were Jim Metz, Linda Daniels, Marie Koerner, Melissa Weinke and Luke Klink from the Star News.

Approve agenda. It was moved by Lewis, seconded by Seidl to approve the agenda with three items on it. A unanimous vote cast, the motion carried.

Ordinance to amend Section 3.13, Prohibited Activities, County Employment, Taylor County Code. Marie Koerner and Melissa Weinke were present to answer any questions on the ordinance. A motion was made by Lewis, seconded by Lato to approve the ordinance and to submit it to the County Board for approval. Mary Bix arrived at 10.55 a.m. A unanimous vote cast, the motion carried.

It was moved by Bix, seconded by Sweda to adjourn at 11:00 a.m.

Linda Daniels, Secretary

March 23, 2007

Sheriff's Department Training Room

Call Meeting To Order: Chair Bix called the meeting to order at 9 a.m.

Members Present: Bix, Bizer, Poehnelt, Theide.

Members Absent: Seidl.

Other Attendees: It Director Weinke, Star News reporter Luke Klink.

Approve Minutes of February 16, 2007 Meeting and Agenda: Poehnelt moved to approve the minutes of the February 16, 2007 meeting and the current agenda with ten items. Thiede seconded. All Ayes. Motion Carried.

Wireless Update: RMM Solutions replaced all the defective RedLine equipment on March 2. New Trango equipment was installed and seems to be working perfectly.

Phone Update: The Department is now on the Centrex phone system with an automated attendant answering all calls. Once the Department phone is answered, the caller is given options to contact each member of the Department. Voice mail is also in use. The Department can now transfer calls to other departments as well as call those departments directly.

State Router: The State of Wisconsin replaced their router which had been failing for some time. The main problems before the replacement were in the Sheriff's Department, the District Attorney's Office, and Probation & Parole. Everything seems to be working fine now.

Computer Use Policy: An Ad Hoc Committee has been formed to look into the computer use policy. Members of the Committee are Mary Bix, Jim Seidl, Melissa Wineke, Marie Koerner, Bruce Daniels, Jacky Peterson, Kathy Tingo, and Sue Hady. They have met once. Chair Bix felt that the computer use policy is actually working fine; the problem seems to be in the implementation. Department Heads are going to have to supervise their employees' usage since it is not economically feasible for the IT Department to monitor every employee's use of the Internet. However, if a Department Head wishes, individual computer use can be monitored at any time. Spot checking on individual computers may also be done. The next meeting of the Committee is scheduled for Friday, March 30, 2007 at 10 AM.

Year-End Close: Approximately \$48,000 is being carried over from last year. The money will be transferred into the Telephone, Maintenance & Licensing For IBM, Office Supplies, Networking, and AS400 Software Support & Upgrade accounts. The additional money in the Telephone account will help pay for the new phone system; the Maintenance & Licensing and Software Support & Upgrade monies will be used to take care of upgrades when they become necessary. These amounts will leave us at about 80% of the cost of the updates. See Switch Upgrade below for further details.

Switch Upgrade: The new switches were originally budgeted at \$14,400 for the year 2007. However, it was decided to go with upgraded Power over Ethernet switches, and this will cost approximately \$8,000 more than budgeted. However, carryover funds will fund the difference. The reason for the upgrade is that this will give our switches greater functionality over the years.

Department Update: Weinke will be posting election results for contested races only for the April 3rd election. The IT Department has upgraded to Office 2007. It looks like it work well for the Department. Rollout to other departments will be slow since some of the functionality is not needed in other departments, and training for the new software will be fairly extensive. Templates for the agendas and

minutes have not yet been presented to the department heads since they have not yet had a meeting. The IT Committee agenda is accessible on the Taylor County Website through the calendar. The Register of Deeds office will be switching over to WebSphere for their LandShark application. This upgrade has been recommended by Trimin, the vendor for LandShark. The Daylight Savings Time change went well with only a few individual computers needing attention. Director Weinke had to work on the cross match fingerprint scanner which apparently was installed some time ago and never put into operation. The glitches have now been removed, and the equipment is working smoothly. New voice recording equipment will soon go into the dispatch area of the Sheriff's Department.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee will be Friday, April 13, 2007 at 10 AM.

Adjournment: With no further business, Theide moved to adjourn the meeting; Pohenelt seconded. All Ayes. The meeting was adjourned at 9:57 AM.

**JOINT MEETING OF THE PERSONNEL COMMITTEE & INFORMATION TECHNOLOGY COMMITTEE
MARCH 13, 2007**

Information Technology Chairman Mary Bix called the meeting to order at 9:05 a.m. in the Third Floor Jury Room. Members present were Jim Seidl, Joe Sweda, Lester Lewis, Wayne Lato, Fred Parent, Dave Bizer, and Allen Poehnelt. Carmen Thiede was absent. Others present were Jim Metz, Gary Carlson, Linda Daniels, John Prentice, Marie Koerner, Melissa Weinke, Patti Flora, Adam Rodewald from the Marshfield News Herald, and Luke Klink from the Star News.

Approve agenda. It was moved by Seidl, seconded by Bizer to approve the agenda with three items on it. A unanimous vote cast, the motion carried.

Computer Usage Policy. John Prentice and Marie Koerner were present to discuss the Computer Usage Policy. Gary Carlson presented to the committees a letter in opposition to the “no personal email” policy and also a copy of the “Occasional and incidental personal use of the Internet policy” that was used by the Wisconsin Court System for CCAP. After much discussion, Mary Bix proposed forming an Adhoc Committee to consist of Mary Bix, Jim Seidl, Marie Koerner, Melissa Weinke, two department heads and two union representatives. The committee would also receive input from John Prentice and Gary Carlson. A motion was then made by Lewis, seconded by Parent to form an Adhoc committee to work on the policy and Mary Bix would be the chairperson. Supervisor Seidl amended the motion to include all County equipment. A unanimous vote cast on the motion as amended, the motion carried.

It was moved by Seidl, seconded by Parent to adjourn at 9:40 a.m.

Linda Daniels, Secretary

February 16, 2007
Sheriff's Department Training Room

Call Meeting to Order: Chair Bix called the meeting to order at 10 a.m.

Members Present: Bix, Bizer, Poehnel, Seidl, Thiede.

Members Absent: None.

Other Attendees: IT Director Weinke, Network Administrator Tischendorf, Star News reporter Luke Klink.

Approve Minutes: Seidl moved to approve the minutes of the January 19, 2007 meeting; Seconded by Thiede. All Ayes.

Approve Agenda: Seidl moved to approve the agenda with eight items; Thiede seconded. All Ayes.

Computer Use Policy: Committee Members discussed making the Taylor County Computer Use Policy much more restrictive, such as not allowing any personal usage. It was generally felt this was unrealistic. The Committee will review policies from other counties next month. The current policy will be reviewed and revised to bring home the fact that emails are not personal or private; any member of the media or citizenry can request any email received or sent by any employee, and the County would have no choice but to provide it to them. It was felt that most County Employees are not aware of the fact that their emails could wind up published for all to see. Once the policy is revised, the sign-on splash screen will also be revised to strengthen the message.

Wireless Update: The base unit was exchanged, and the wireless angle was reduced - all to no avail; there are still issues. The authorization keys only last 30 days, and this is another problem. RMM has told the manufacturer, RedLine, that they have to fly someone in to fix the problem. Otherwise, RMM will replace the system with one from Trango at no additional cost to the County.

Centrex Phone System: The cost to upgrade the IT Department is \$800. This would include the phones and setup and would allow direct-dialing from the IT Department to everywhere in the County system, transferring of calls to voice mail, and separate voice mail boxes for each employee. There is money in the budget to pay for this upgrade. Thiede moved to purchase new phone equipment for the IT Department; Seidl seconded. All Ayes. Motion Carried.

Department Update: Weinke reported that the new employee is doing much better than expected. She already knows all the Web Applications being used at the Human Services Department, and this is a major plus for her. Statistics from the new Barracuda spam-virus management system were handed out to Committee Members. The new templates for agendas and minutes will be presented at the next Department Head meeting. Once that happens, their comments will be forwarded to the Committee for consideration.

Next Committee Meeting: The next meeting of the Information Technology will be Friday March 23 at 9 a.m.

Adjournment: With no further business, Bizer moved to adjourn the meeting; Seidl seconded. All Ayes. The meeting was adjourned at 10:47 a.m.

January 19
Sheriff's Department Training Room

Chair Bix called the meeting to order with Committee Members Bizer, Poehnelt, Seidl, and Thiede present. Also present was IT Director Weinke. Marie Koerner and Linda Daniels were present for a portion of the meeting.

Approve Minutes of the December 19, 2006 Meeting and Agenda: Seidl moved to approve the minutes of the December 19, 2006 meeting and the agenda for January 19 with the word "Finance" replaced by "Personnel" in the "Network Administrator Position" paragraph; Thiede seconded. All Ayes. Motion Carried.

Minutes & Agenda Templates: Weinke demonstrated sample templates for meeting agenda and minutes. Department heads would fill in agenda dates and times, as well as agenda items. Then they would forward the information to the IT Department where it would be PDF'd and posted on the County Website. All agenda formats for every department would be identical for ease of reading. Minutes formats would follow an identical format for every department as well. Seidl moved to send the templates to department heads for their input, and then bring the templates and any revisions back to the IT Committee for final review and approval. Bizer seconded the motion. All Ayes. Motion carried.

Wireless Update: LCD, Highway, and Commission On Aging wireless connections are all up and running well. The connection to the Airport is also up and running; they are now receiving email through the Court House, as well as security updates. There are problems with the card reader for fuel purchases, but that is a vendor problem.

Barracuda Device: Weinke demonstrated the new Barracuda spam-filtering device, which was installed December 7, 2006. Since that time, over 173,000 emails have been blocked as spam; 1,509 virus-infected emails have been blocked, and 1,728 emails have been tagged as possible spam. The remaining 9,384 emails have been legitimate. The device, with a three-year service contract, cost the County about \$3,800 and should save much more than that in time employees no longer have to spend dealing with spam and viruses.

Rack Purchase: The new network video server in the Sheriff's Department should be rack-mounted. Weinke presented a proposal from RMM Solutions for \$1,275. The funds for this purchase are in the current budget. Seidl moved to purchase the rack at a cost of \$1,275; Poehnelt seconded. All Ayes. Motion carried.

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 Network Administrator Position. Bizer seconded. Roll Call: 5-0. The Committee went into Closed Session at 10:50 AM.

Bizer moved to go into Open Session; Seidl seconded. All Ayes. The Committee reconvened in Open Session at 11:06 A.M. No action taken.

Department Update: IT employee Dassow has been out with the flu since last Thursday.

Our **Internet contract** with TDS is coming up in March. A Symmetrical system at 5 Mbps now costs \$1,000/month, a savings of about \$600/month from the last contract.

To eliminate the problem with not being able to direct-dial other offices in the Court House, Weinke would like her department to be connected to the **Centrex** system. That will be on the agenda for discussion in the next month or so.

The **next meeting** of the IT Committee will be February 16, 2007 at 10 AM.

Adjournment: With no further business, Bizer moved to adjourn the meeting; Thiede seconded the motion. All Ayes. The meeting was adjourned at 11:12 AM.