

Information Technology Committee

December 2, 2010

Sheriff's Department Training Room

Call Meeting to Order: Chair Bizer called the meeting to order at 9 A.M.

Members Present: Bizer, Poehnelt, Seidl, Thiede, Ewan;

Members Absent: None.

Other Attendees: Melissa Seavers, IT;

Approve Minutes: Seidl moved to approve the minutes of the October 21, 2010 meeting; Seconded by Thiede. All Ayes. Motion Carried.

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

Network Project: Seavers reported that the new hardware, along with VMWare is set to be installed beginning December 16. Seavers feels working later at night and over the weekend will offer the smoothest transition as well as the least amount of downtime for the majority of the users. As of December 2, most of the drives had arrived. They are still waiting on the main pieces of hardware, which are due to arrive early next week.

Print Management: Seavers distributed rebate funds to departments that had purchased printers in 2007, 2008 & 2009 and had them taken away during the print management implementation. A total of \$1,409.65 was given back to four different departments. The IT Committee felt the amounts were fair. Bizer commented that he heard from one of the departments specifically and they were happy to have received the reimbursement.

On another note, the most recent review of activity has once again shows us to be well under our allotted amount of both black/white and color prints. After one full year on the program, the county's monthly payment may be able to be renegotiated with EO Johnson.

Department Update:

- Video Conferencing has been switched from ISDN to IP. This is running on a stand-alone internet line with costs to be assumed by the Judge's Office.
- Seavers informed the committee that little by little, the equipment in the POD has been causing a variety of problems. From camera feeds to the camera control keyboard, we are being forced to replace some very expensive equipment along the way.
- Dassow has been named the Medford Meal Site Manager and will therefore, drop to 28 hours in the IT Department. She will be a 70% employee of IT and a 30% employee of the COA Department.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, February 10 at 9 A.M.

Adjournment: With no further business, Ewan made a motion to adjourn. Poehnelt seconded. All Ayes. The meeting was adjourned at 9:23 A.M.

Information Technology Committee

October 21, 2010

Ground Floor Conference Room

Call Meeting to Order: Chair Bizer called the meeting to order at 9 A.M.

Members Present: Bizer, Poehnelt, Seidl, Thiede

Members Absent: Ewan.

Other Attendees: Melissa Seavers, IT;

Approve Minutes: Seidl moved to approve the minutes of the August 20, 2010 meeting; Seconded by Thiede. All Ayes. Motion Carried.

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

Performance Review: Seidl moved to approve the performance review for Seavers 8th year. Seconded by Thiede. All Ayes. Motion Carried.

Network Hardware / Software Upgrade: Seavers submitted a project proposal to upgrade the six and seven year old server at Human Services along with installing a SAN at the Courthouse for storage. Provided existing applications are compatible with Server 2008 R2, servers will be upgraded to the latest OS and run VMware for virtualization. If remaining funds are available, Exchange 2010 will be implemented as well. This project is estimated at \$45,000, which is available in the IT Budget for Network & Hardware Upgrades and Expansion. Thiede made a motion to move forward with the project. Seidl Seconded this motion. A Roll Call Vote was taken: Thiede – Aye. Seidl – Aye. Poehnelt – Aye. Bizer – Aye.

Print Management: Taylor County received their money for the trade-n-save program that was being offered for becoming a part of the print management program. Option 1 - give a portion of this money back to the departments that had recently purchased printers and had them taken away. Option 2 – use the money for future purchases of IT equipment. Seidl made a motion to go with Option 1. Bizer seconded. Three Ayes. One Nay. Motion Carried.

MX Logic Pricing: Seavers negotiated with MX Logic, the vendor of the email archiving solution for Taylor County. MX Logic quoted one, two & three year contracts at \$3,481.95, \$6,576.46 and \$9,283.53 respectively. This is 1/3 the cost of last year's charges. Thiede made a motion to go with the three-year contract. Seidl seconded. All Ayes. Motion Carried.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, December 2 at 9 A.M.

Adjournment: With no further business, Chair Bizer adjourned the meeting at 10:04 A.M.

Information Technology Committee

August 20, 2010

Sheriff's Department Training Room

Call Meeting to Order: Chair Bizer called the meeting to order at 9 A.M.

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

Members Absent: None

Other Attendees: Melissa Seavers, IT;

Approve Minutes: Seidl moved to approve the minutes of the July 29, 2010 meeting; Seconded by Thiede. All Ayes. Motion Carried.

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

2011 Budget: Seavers submitted the 2011 IT Budget along with the 2011 PC Replacement budget. The IT operations budget was proposed at \$70,570. This is an 8.954% decrease from 2010. The PC Replacement budget was submitted at \$35,600 – a 4.17% decrease from the 2010 budget. Seidl moved to approve the budgets as submitted. Ewan seconded. All Ayes. Motion Carried.

Department Update: Seavers reported the new POD machines had arrived. There were a few issues with Accurate Control's programming, but this was anticipated to be fixed very soon. The new 911 system had also arrived and was fully functional. The batteries have been replaced in the Courthouse UPS. The WISSIS – WISACWIS interface needs some changes. Due to a medical issue of the programmer at GIT, this has been put on hold for the time being.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee was set for September 17, but was cancelled and rescheduled for Thursday, October 21 at 9 a.m.

Adjournment: With no further business, Ewan moved to adjourn the meeting; Poehnelt seconded. All Ayes. The meeting was adjourned at 9:40 A.M.

Information Technology Committee

July 29, 2010

Sheriff's Department Training Room

Call Meeting to Order: Chair Bizer called the meeting to order at 9 A.M.

Members Present: Bizer, Poehnelt, Seidl

Members Absent: Thiede

Other Attendees: Melissa Seavers, IT; Mark Berglund, The Star News.

Approve Minutes: Seidl moved to approve the minutes of the May 21, 2010 meeting; Seconded by Poehnelt. All Ayes. Motion Carried.

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

Spyware / AntiVirus Software: Seavers informed the committee that the new Trend Micro product has been installed and is running well. Manual installs were very minimal as most machines were updated through a login script. For 1/3 the cost of Symantec, Seavers is happy with the Trend Micro product.

Courthouse Power Failure: Seavers reported that the power failure caused by the storm last month has been a challenge. Some equipment was a complete loss and some equipment was not working properly. The outage mostly affected the Sheriff's Department. Seavers hopes to have everything back to normal in the next few weeks. At this time, they are still waiting for replacement equipment to arrive.

Department Update:

- IT meetings will be scheduled monthly but cancelled if there is nothing pressing at the time.
- Another change is in the works with the WISACWIS and WISSIS interfaces at Human Services.
- Highway had two computers go down last week. One was able to be rebuilt. One needed to be replaced.
- Seavers is working on the 2011 Budget. Numbers will first be discussed early August.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee will be Friday, August 20, 2010 at 9 A.M.

Adjournment: With no further business, Poehnelt moved to adjourn the meeting; Seidl seconded. All Ayes. The meeting was adjourned at 9:37 A.M.

Information Technology Committee

May 21, 2010

Sheriff's Department Training Room

Call Meeting to Order: Chair Bizer called the meeting to order at 9 A.M.

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

Members Absent: None

Other Attendees: Melissa Seavers, IT; Jen Strama, IT; Carol Ziemer, County Clerk; Betty Danen, TASO; Ginny Wilkins, Highway; Patti Smith, Child Support; Sue Hady, Human Services; Rose Thums, Clerk of Courts; Marvel Lemke, ROD; EO Johnson Reps, Steve Cain, Jon Chrusniak & Aaron Ellenbecker.

Approve Minutes: Thiede moved to approve the minutes of the April 23, 2010 meeting; Seconded by Seidl. All Ayes. Motion Carried.

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

Spyware / AntiVirus Software: After further review, Thiede made a motion to go forward with the purchase of Trend Micro AntiVirus. This will replace the current Symantec product for 1/3 the cost. Minter seconded the motion. All Ayes. Motion Carried.

Print Management: Seavers reported that departments seem to be settling into the print management program and enjoying the new added features that they did not have prior to the program. On the other hand, there were concerns by various attendees about scanned images residing on the hard drives of these newer machines and that security may be compromised when these devices no longer reside at Taylor County. EO Johnson stated that they use a hard drive scrubbing program that meets and exceeds not only the U.S. Department of Defense 5220.22-M disk-sanitizing standard, but also all known government and military specs. EO Johnson is also in the process of purchasing a hard drive shredder that would be brought to Taylor County at the time of hard drive removals. County employees would then be able to witness the shredding of these hard drives. Final decisions on the scrubbing or shredding of these drives will be made when a particular device is ready to be moved out of the County.

Department Update:

- Human Services computer upgrades are just about finished. The only thing left to upgrade are three servers at that facility. Seavers would like to get these upgraded yet this year.
- The Sheriff's Department and IT will start evaluating new Law Enforcement Software beginning July 28. Possible vendors include VisionAir, EmergiTech and ProPhoenix.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee will be Thursday, July 29, 2010 at 9 A.M.

Adjournment: With no further business, Thiede moved to adjourn the meeting; Poehnelt seconded. All Ayes. The meeting was adjourned at 9:45 A.M.

Information Technology Committee

April 23, 2010

Sheriff's Department Training Room

Call Meeting to Order: Chair Bizer called the meeting to order at 9 A.M.

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

Members Absent: None

Other Attendees: Melissa Seavers, IT; Karyn Eckert, The Star News;

Approve Minutes: Seidl moved to approve the minutes of the March 18, 2010 meeting; Seconded by Poehnelt. All Ayes. Motion Carried.

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

Spyware / AntiVirus Software: Minter moved to table this item until more product reviews can be done. Thiede seconded. All Ayes. Motion Carried.

Print Management: The first Print Management billing by department has been distributed. Some departments have seen a substantial decrease in charges while others have noticed an increase. The committee discussed possible ways for departments to reduce their overall printing and copying. One example was not printing hard copies of brochures and flyers, and instead, distributing them via email. One month of billing doesn't give anyone much to go on so Seavers will report back after a few more months have passed.

Department Update: Seavers had no other new issues to report at this time.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee will be Friday, May 21, 2010 at 9 A.M.

Adjournment: With no further business, Poehnelt moved to adjourn the meeting; Thiede seconded. All Ayes. The meeting was adjourned at 9:45 A.M.

Information Technology Committee

March 18, 2010

Sheriff's Department Training Room

Call Meeting to Order: Chair Bizer called the meeting to order at 10 A.M.

Members Present: Bizer, Poehnelt, Seidl, Thiede

Members Absent: None

Other Attendees: Melissa Seavers, Taylor County IT; Fred Ebert, Highway Dept.

Approve Minutes: Thiede moved to approve the minutes of the February 18, 2010 meeting; Seconded by Seidl. All Ayes. Motion Carried.

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

Print Management: The Print Management project is complete. Users have been very receptive for the most part. The Airport is not part of the project at this time. They felt the device was too large and much more than what they needed. They will be part of this project in the future. The one complaint by users is the standard default of black & white and duplex. The committee feels this is the best option and will make users more carefully consider the need for color prints as well as one-sided. At this time, the defaults will stay as is.

Social Networking: A section on Social Networking will be added to the current IT Policy. Seidl moved approved the Social Networking section with changes discussed. Thiede seconded. All Ayes. Motion Carried. Fred Ebert will be granted access to Craig's List as a means of listing Highway Equipment for sale. He will be required to sign a new agreement policy with the added section on Social Networking.

Historical Society: A request for Taylor County to donate a monitor to the Historical Society has been made by an active member. Thiede made a motion that Taylor County honors this request. Seidl seconded. All Ayes. Motion Carried.

Symantec Endpoint Protection: Due to spyware recently finding its way to computers through certain web pages, the County is looking at running more than just anti-virus software. Symantec Endpoint Security was briefly discussed but the committee tabled this item in order to allow time to research various products. This item will be discussed in further detail next month.

2009 Budget Transfer: It was proposed the following monies remaining from 2009 be transferred as follows:

- ✓ IBM Maint & Licensing - \$23,000 & IBM Support / Upgrade - \$35,000
- ✓ Office Supplies - \$3,480
- ✓ Software Expansion - \$12,000
- ✓ Hardware Expansion - \$14,712.16

Seidl moved to approve the transfers as listed above. Thiede seconded. All Ayes. Motion Carried.

Department Update:

- ✓ The Jail's POD Computer quit working after 8 years. A backup system is currently serving the purpose until the new system arrives.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee will be Friday, April 23, 2010 at 9 A.M.

Adjournment: With no further business, Thiede moved to adjourn the meeting; Poehnelt seconded. All Ayes. The meeting was adjourned at 11:14 A.M.

Information Technology Committee

February 18, 2010

Sheriff's Department Training Room

Call Meeting to Order: Chair Bizer called the meeting to order at 10 A.M.

Members Present: Bizer, Poehnelt, Seidl, Thiede

Members Absent: None

Other Attendees: Melissa Seavers, Taylor County IT.

Approve Minutes: Seidl moved to approve the minutes of the January 21, 2010 meeting; Seconded by Thiede. All Ayes. Motion Carried.

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

Print Management: All printers, copiers & multi-function devices have been ordered for the Print Management Project. Board Members and Department Heads still have questions on the fax server portion of this project. Until it is determined that a fax server is the most economical solution that offers the ability to maintain confidentiality for departments in need, Seidl moved to table this item and in the meantime, add fax options to the multi-function devices. Thiede seconded. All Ayes. Motion Carried.

Social Networking: The City of Oshkosh shared the portion of their policy regarding Social Networking. The entire committee felt it was a good fit for Taylor County. Thiede moved to have Seavers incorporate a Social Networking section into the current Taylor County Information Technology Policy to be reviewed for approval at the next meeting. Poehnelt seconded. All Ayes. Motion Carried.

Department Update:

- ✓ The department has been busy with the final details for the Print Management Project that will start February 19, 2010.
- ✓ They have also been busy with implementing computers through the Replacement Plan.
- ✓ Seavers reported auction proceeds of \$392.96 to be deposited into the Replacement Plan line item.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee will be Thursday, March 18, 2010 at 10:00 A.M.

Adjournment: With no further business, Thiede moved to adjourn the meeting; Seidl seconded. All Ayes. The meeting was adjourned at 10:35 A.M.

Information Technology Committee

January 21, 2010

Sheriff's Department Training Room

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

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

Members Absent: None

Other Attendees: The following individuals were present from Taylor County: Melissa Seavers, IT Director; Jen Strama, IT Network Admin; Marie Koerner, Human Resources; Larry Brandl, Accountant; Bruce Daniels, Sheriff; Ginny Wilkins, Highway Department; Brad Ruesch, Forestry; Larry Peterson, Zoning; Patty Krug, Department of Health; Bill Breneman, Emergency Management Director; Marvel Lemke, Register of Deeds; Patti Smith, Child Support; Maggie Gebauer, Clerk of Courts. The following were present from EO Johnson: Patty Nelson, Steve Cain, Jon Chrusniak, and Aaron Ellenbecker.

Approve Minutes: Seidl moved to approve the minutes of the December 16, 2009 meeting; Seconded by Thiede. All Ayes. Motion Carried.

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

Print Management: The four EO Johnson representatives and the IT Committee answered various questions from those present. These questions covered such issues as confidentiality, faxes, location and quantity of printers in various departments, current warranties, buy-backs, cost of operation, and supplies.

Social Networking: Emergency Management Director Bill Breneman was present to ask that he be allowed to use social networking sites such as Facebook and Twitter to communicate with the public and the other emergency management people in the State. Emergency issues and general information could be posted for public consumption. After discussion, it was generally felt that the main Taylor County site could be used for this. However, both Emergency Management and the Health Department could use Face Book, Twitter, and YouTube to share information and view training videos. Thiede moved to allow Breneman to use Face Book, Twitter, and YouTube for information sharing and training while an overall policy is being developed. Seidl seconded. All Ayes. Motion Carried. Breneman and Krug will provide information at the next meeting on why they need social networking sites, how those sites would be used, and who would need the access. A policy will be developed with this information, and a sign-off sheet developed to make certain any employees allowed to use these sites know the limitations of that use.

PC Replacement Plan: Thirteen new computers have ben ordered. Once they are received, the department will start replacing the old ones. The Corporation Counsel will get a laptop instead of a PC because he works between two separate departments.

Department Update: The IT Department will be short one employee for twelve weeks starting in mid-July due to one of the department employees having a baby.

Next Committee Meeting: The next meeting of the Taylor County Information Technology Committee will be Thursday, February 18, 2010 at 10:00 A.M.

Adjournment: With no further business, Bizer moved to adjourn the meeting; Thiede seconded. All Ayes. The meeting was adjourned at 11:21 A.M.

JOINT FINANCE AND INFORMATION TECHNOLOGY COMMITTEE MEETING

January 14, 2010

County Board Room

Call Meeting To Order: Acting Chairman Joseph Sweda at 9:00 a.m.

Members Present: Joseph Sweda, James Seidl, Allen Beadles, Chuck Zenner, Mary Bix, Dave Bizer, Carmen Thiede, Allen Poehnel and Melissa Seavers

Members Absent: Fred Parent/excused

Other Attendees: Jim Metz, Larry Brandl, Steve Cain, Patty Nelson, Bruce Strama and Brian Wilson (The Star News).

Approve Agenda: Zenner/Beadles to approve the agenda. The motion carried.

Discuss and act on print management contract with EO Johnson Inc.: Steve Cain gave a presentation proposing the county contract with EO Johnson Inc. to supply all printers, copiers and supplies on a five year lease agreement. The current monthly expense, using current equipment owned by the county and supplies purchased by the county, is approximately \$6,000.00. The projected cost if the county were to enter into the proposed lease agreement with EO Johnson Inc. would be approximately \$5,552.00, a savings of \$447.00 per month if approved. According to Cain the lease would be guaranteed for five years but renegotiable at any point if agreed to by both parties. The proposed plan would cut down on the number of printers and copiers in some areas and would also utilize fewer models of equipment cutting down on inventory necessary for supplies. Carmen Thiede stated that the Mid Wisconsin Bank has approved a similar lease agreement with EO Johnson Inc. and that the bank is satisfied with the service and cost savings. Mary Bix noted that Information Technology Committee would like to implement the plan sooner than later as the sooner the lease is approved the more the savings that will be realized. Melissa Seavers questioned where the funding would come from to finance the plan and recommended making use of the plan mandatory for all departments in order to realize maximum savings, not allowing individual departments to opt out. Following the discussion, Seidl/Zenner to approve the contract with EO Johnson Inc. for lease of printer/copier/fax equipment and related supplies from EO Johnson Inc. as discussed pending appropriate financial approval by the Finance Committee. Strama will include the funding of the contract on the January 28, 2010 Finance Agenda. The motion carried.

Adjournment: With no further business, Beadles/Zenner to adjourn the meeting at 9:55 a.m. The motion carried.

Bruce P. Strama