

## Information Technology Committee

December 15, 2011

Sheriff's Department Training Room

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

**Members Present** Thiede, Bizer; Poehnelt; Hansen; Ewan.

**Members Absent:** None.

**Other Attendees:** Melissa Seavers, IT; Jen Strama, IT; Bruce Daniels, TASO; Marvel Lemke, ROD; Lester Lewis, County Board; Karyn Eckert, The Star News;

**Approve Minutes:** Hansen moved to approve the minutes of the November 10, 2011 meeting; Seconded by Poehnelt. All Ayes. Motion Carried.

**Approve Agenda:** Ewan moved to approve the agenda with 8 items; Thiede seconded. All Ayes. Motion Carried.

### Communication Upgrade:

- **Managed IP** – Seavers reported that the final courthouse walk thru is done. Human Services installation date is 12/22. Seavers and Strama have 2.5 hours of admin training coming up on 12/20. Courthouse install is anticipated to happen in January. No dual drops are needed as originally thought. This will save about \$15,000 in wiring costs. Discussion took place on whether or not the smaller remote locations should be part of the project. Lewis feels remote locations don't need full functionality phones. Seavers will get monthly costs for those locations and report back.
- **RMS Software** – TASO has decided on Spillman Technologies for their software upgrade. Spillman has 700 clients nationwide; there is no extra cost for upgrades; and there will be Spillman employees here for 42 days while Taylor gets up and running with the software. The IT Committee felt there was no approval needed from them for the purchase of the Spillman product. All fire/ambulance units will need to pay a \$40 monthly fee for use of an air card that will allow the Spillman software to work for them. TASO will be paying for the first year of that card fee to get the project up and running.
- **911** – These services are all over the board. TDS is currently researching to see if they can offer certain enhanced 911 services that are needed.

**City of Medford IT:** Seavers will need to take the proposal to the Personnel Committee Meeting on 12/20. Thiede suggested a flat rate of \$100/hour @ 5 hours monthly to apply updates and patches. Any other projects will be billed at \$150/hour plus materials. A contract needs to be written stating the hourly rates and the fact that Taylor County remains the first responsibility of the IT Department. Lewis stated there is no way a contract will get written by Tuesday. Lewis also questioned whether our Corp Counsel would have a conflict of interest due to the City using the same attorney.

**Unitrends Backup:** After discussion with Marvel Lemke about the Unitrends device and its ability to offer the WORM technology, the purchase of this device will be made with the understanding that the original ROD documents are protected from any and all changes in the Unitrends device.

**idProtect:** Seavers reported all servers have been separated into their own virtuals. The tax package is running much better. The idProtect database should be done today with Chad from DTS on site.

**IT Update:**

- The internet was down 12/12 and 12/13. There were alignment and radio issues. This is the first issue we've had with DB Wireless. Sue Hady suggested looking into a new ISP. The committee felt we shouldn't jump at that right now as we currently don't pay any money for internet services.
- The two-way Wisacwis interface is almost set to go. A stand along XP computer will need to be installed at HS to allow for GIT to slowly move from FoxPro to SQL.

**Next Committee Meeting:** The next meeting of the Taylor County Information Technology Committee has been scheduled for Friday, January 27 at 9 A.M.

**Adjournment:** With no further business, Ewan made a motion to adjourn. Thiede seconded. All Ayes. The meeting was adjourned at 11A.M.

## Information Technology Committee

November 10, 2011

Sheriff's Department Training Room

**Call Meeting to Order:** Chair Bizer called the meeting to order at 9:05 A.M.

**Members Present:** Thiede, Bizer; Poehnelt; Hansen; Ewan.

**Members Absent:** None.

**Other Attendees:** Melissa Seavers, IT; Georgine Bohl, TDS; Jen Strama, IT; Bruce Daniels, TASO; Marvel Lemke, ROD;

**Approve Minutes:** Thiede moved to approve the minutes of the September 8, 2011 meeting; Seconded by Ewan. All Ayes. Motion Carried.

**Approve Agenda:** Hansen moved to approve the agenda with 9 items; Poehnelt seconded. All Ayes. Motion Carried.

**Managed IP:** Discussion took place on the new Call Care Center that must be implemented at Human Services by January of 2012. Each worker will need a direct 10-digit number. Either we need to put two phones at these locations or look at an entirely new phone system that allows this 10-digit number and is part of the overall phone system. Georgine Bohl from TDS explained how their new Managed IP phone systems works and the additional features that are included. Implementing a new system such as this will require each workstation to have two network drops. Maintenance is short on staff and time and it was brought up to possibly hire out the additional wiring for this project.

Sheriff Daniels discussed the possibility of this phone system being able to serve the inmates as well. This could become a source of revenue for the county by not having to pay a third party for this type of system. The Sheriff also questioned if training for the new phone system would be offered. The answer was yes and it is included in the price.

Marie Koerner asked why we weren't upgrading the other remote locations. Georgine stated there were some extra fees involved due to switches needed at those remote locations. The possibility of getting these locations on the same system is not out of the question, however.

Thiede made a motion to implement the Managed IP Phone System, start the project at Human Services and add the remote locations to the project so we can lock in the penny promo pricing for these phones as well. Ewan seconded the motion. A roll call vote was taken. Thiede - Aye; Ewan - Aye; Hansen - Aye; Poehnelt - Aye; Bizer - Aye.

Georgine will get final pricing for the December meeting, including the remote offices. She also mentioned Probation and Parole and will contact the state about the situation. Koerner also mentioned she would like to see the third floor wired in case those office start being used someday.

**City of Medford IT:** Seavers had a brief phone conversation with John Fales regarding sharing IT services between the County and City. Thiede feels it could be if we have time, but feels we would need to check on their network weekly. Bizer feels that if the IT Committee passes this, it should go to Personnel as well. The committee decided that Seavers should go to City Hall and meet with Mike Frey and look over their current network to see how much work would be involved. Bizer and Hansen felt it is something worth looking into.

**2012 Budget:** Seavers reported that the 2012 budget for IT had been approved. No additional comments were added.

**Unitrends Backup:** Seavers made the committee aware that the servers are accumulating enough data that the current backup is running onto multiple tapes. Seavers concern is that the Sheriff's Department will be implementing a new software program and they will have a lot of data in need of backups as well. Seavers has explored a couple disk backup options, which would be part of the Communications Upgrade. In further discussion, Thiede added that backups should be taken offsite daily instead of weekly.

Lemke was interested in the ProStor Infinivault because of the WORM Technology.

Thiede made a motion to have Seavers explore options between the two, and make an educated decision while shortening the restoration window. Hansen seconded this motion. All Ayes. Carried.

**idProtect:** Seavers reported issues with idProtect running on the same server as the tax package. She will be breaking these installs into three servers. One for the tax software; one for the idProtect, and one for SQL.

**IT Update:**

- IT is busy with RMS demos and meetings.

**Next Committee Meeting:** The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, December 15 at 10 A.M.

**Adjournment:** With no further business, Hansen made a motion to adjourn. Ewan seconded. All Ayes. The meeting was adjourned at 10:35 A.M.

## **Information Technology Committee**

September 8, 2011

Sheriff's Department Training Room

**Call Meeting to Order:** Chair Bizer called the meeting to order at 9:30 A.M.

**Members Present:** Thiede, Bizer; Poehnelt; Hansen; Ewan.

**Members Absent:** None.

**Other Attendees:** Melissa Seavers, IT;

**Approve Minutes:** Ewan moved to approve the minutes of the July 27, 2011 meeting; Seconded by Hansen. All Ayes. Motion Carried.

**Approve Agenda:** Hansen moved to approve the agenda with 7 items; Thiede seconded. All Ayes. Motion Carried.

**idProtect:** Seavers reported that the idProtect project is underway. She is anticipating the project to be completed by the end of the week.

**Meeting Room Totals:** The new meeting room is complete. Seavers had originally asked for the committee to approve \$1,900 for the project. The final numbers came in at \$1,368.90.

**2012 Budget:** Seavers submitted the 2012 operations budget totaling \$61,370. This is a 5.7% decrease from 2011. Ewan made a motion to accept the 2012 IT Budget. Thiede seconded. All Ayes. Motion Carried.

### **IT Update:**

- New firewall is installed.
- The additional shelf for the SAN is in...just waiting on the six drives, which are expected to be here this week.
- The IMS upgrade will be complete this week.
- In two weeks, the AS400 will be upgraded from V5R4 to V6R1.
- IT has two demos this month for new RMS software for the Sheriff's Department.
- Seavers and Strama attended a demo on Managed IP, which is part of the Sheriff's Department Communication Upgrade.
- Waiting on a power supply for a switch in the ground floor closet.

**Next Committee Meeting:** The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, November 10 at 9:00 A.M.

**Adjournment:** With no further business, Hansen made a motion to adjourn. Poehnelt seconded. All Ayes. The meeting was adjourned at 10:08 A.M.

## **Information Technology Committee**

July 27, 2011

Sheriff's Department Training Room

**Call Meeting to Order:** Chair Bizer called the meeting to order at 9:30 A.M.

**Members Present:** Thiede, Bizer; Poehnelt; Hansen;

**Members Absent:** Ewan.

**Other Attendees:** Melissa Seavers, IT;

**Approve Minutes:** Poehnelt moved to approve the minutes of the June 23, 2011 meeting; Seconded by Thiede. All Ayes. Motion Carried.

**Approve Agenda:** Hansen moved to approve the agenda with adding one additional item - 2012 Budget Discussion; Thiede seconded. All Ayes. Motion Carried.

**Print Management:** Seavers and Marie Koerner met with departments to discuss the possibility of removing some printers that weren't being used very much. After this discussion, a few printers from the Sheriff's Department, Human Services, Highway and Commission on Aging were removed from the contract. The new monthly print management cost will be \$4,559.13. Koerner will leave the cost per page the same for the rest of 2011. Once she has a chance to evaluate the entire year, there may be a reduction in the cost per page passed on to individual departments.

**idProtect:** Seavers asked for approval to purchase an additional shelf for the current SAN in order to meet the space requirements for the idProtect software that will be utilized by the Register of Deeds. Thiede made a motion to allow this purchase. Poehnelt seconded. All Ayes. Motion Carried.

**Meeting Room Preparation:** Seavers brought numbers back to the Committee for the Ground Floor Conference Room to be set up with a TV, DVD Player, Laptop Connectivity, etc. She feels this can be done for no more than \$1,900. IT will absorb this cost with carry over money from 2010. Hansen made a motion to move forward with this project. Thiede seconded. A roll call vote was taken. Thiede - Aye. Poehnelt - Aye. Hansen - Aye. Bizer - Aye. Motion Carried.

**Auction Items:** Seavers looked for the Committee's thoughts on how long they should hold on to old computers that haven't sold on the auction site. This old equipment takes up a lot of space and after a few months of being listed on the auction site and receiving no bids, Seavers wondered how they should proceed. Hansen made a motion that the equipment be recycled as Seavers sees fit. Thiede seconded. All Ayes. Motion Carried.

**2012 Budget:** Seavers informed the Committee that at the first budget meeting, all Department Heads were asked to cut operations by 2%. She will have the IT Budget ready for the Committee's approval at the next meeting.

**Next Committee Meeting:** The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, September 8 at 9:30 A.M.

**Adjournment:** With no further business, Hansen made a motion to adjourn. Poehnelt seconded. All Ayes. The meeting was adjourned at 10:15 A.M.

## Information Technology Committee

June 23, 2011

Sheriff's Department Training Room

**Call Meeting to Order:** Chair Bizer called the meeting to order at 9:31 A.M.

**Members Present:** Thiede, Bizer; Poehnelt; Hansen;

**Members Absent:** Ewan.

**Other Attendees:** Melissa Seavers, IT; Jen Strama, IT; Steve Cain, EO Johnson; Keith Fierek, EO Johnson; Marie Koerner, HR; Larry Brandl, Accounting; Peggy Nordgren, UWEX; Carol Ziemer, HR; Roxy Kahan, Treasurer's Office; Marvel Lemke, ROD; Patti Smith, Child Support; Karyn Eckert, The Star News;

**Approve Minutes:** Thiede moved to approve the minutes of the May 26, 2011 meeting; Seconded by Hansen. All Ayes. Motion Carried.

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

**Print Management:** Seavers did not receive printing costs from every department but was able to pull numbers from the financial system showing a \$15,000 county-wide savings. EO Johnson acknowledged the error that Seavers had questioned, and is willing to redo the contract over a new five-year period, reducing the county's monthly payment by almost \$800. Bizer also commented that there are savings in other areas, such as electricity, that no one can put an actual number on. A few departments still feel that they are paying too much and don't believe other department savings will make up their increase. Seavers will continue to look at all the numbers and possibilities for reduction in costs. Bizer made a motion to redo the contract with EO Johnson beginning June 25, 2011. Seconded by Hansen. All Ayes. Motion Carried.

After the motion, there was discussion of going to a centralized budget for printing in order to eliminate all of these issues. Hansen commented that each department should be allotted a certain number of prints, and if they go over that, they should be responsible for any overage charges.

**Law Enforcement Software:** Seavers was asked by the Sheriff to make the committee aware that because of state-mandated communications upgrades, he will also be looking at new Records Management & CAD software as well. The Sheriff's Department and IT will be sitting in on demos from various companies. Once narrowed down to two or three, these companies will be asked to demo one more time for the Law Enforcement and IT Committees.

**Meeting Room Preparation:** Seavers has been approached about getting another meeting room set up like the Sheriff's Department - TV w/PC Input, Speakers, Cables, Network Access, etc.

With only having one room well-equipped for all types of meetings, most people try and book this room before any others. Employees & Board Members feel it would be nice to have two nice meeting rooms to accommodate everyone. Seavers will get quotes for the total cost of doing so and bring these numbers to the committee next month.

**Next Committee Meeting:** The next meeting of the Taylor County Information Technology Committee has been scheduled for Wednesday, July 27 at 9:30 A.M.

**Adjournment:** With no further business, Hansen made a motion to adjourn. Thiede seconded. All Ayes. The meeting was adjourned at 10:45 A.M.

## **Information Technology Committee**

May 26, 2011

Ground Floor Conference Room

**Call Meeting to Order:** Filling in as Chair, Roger Ewan called the meeting to order at 9:45 A.M.

**Members Present:** Thiede, Ewan; Hansen;

**Members Absent:** Bizer, Poehnelt.

**Other Attendees:** Melissa Seavers, IT; Marie Koerner, HR; Larry Peterson, Zoning; Sue Hady, HS; Larry Brandl, Accounting; Sarah Holtz, Treasurer; Marvel Lemke; ROD; Diane Niggemann, COA; Peggy Nordgren, UWEX; Betty Blumenstein; Real Property;

**Approve Minutes:** Thiede moved to approve the minutes of the March 24, 2011 meeting; Seconded by Hansen. All Ayes. Motion Carried.

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

**Print Management:** Seavers reported that some departments believe they are paying more than anticipated with the print management program. Department Heads expressed their concerns and agreed to gather information from 2009 and 2010 showing the difference in printing costs. This item will be tabled until the next meeting in order to gather the proper information. EO Johnson will be asked to attend the next meeting along with Department Heads to further discuss these concern and available solutions.

**Wireless Access:** Seavers reported that the Judge is not in favor of having wireless internet available for visiting attorneys, jurors, etc. At this time, the Judge stated, "I guess in all, I'm not really in favor of it unless the attorneys can show me that it is necessary to their presentations. I can imagine they would be surfing the net, etc., and that would be distracting to the court proceedings."

**ID Protect:** Seavers expressed concern with the ROD project for redacting sensitive data on all images. Taylor County is a virtual environment and the latest conversation with DTS is that the software has not been tested on a virtual server, nor on a 64-bit OS. In this case, Taylor County would need to purchase a physical server running a 32-bit OS. The committee, nor Marvel Lemke from ROD wants to implement something that is "old technology" to Taylor County. Thiede asked Lemke if it's possible to delay this project for a month or two until the software is ready for a 64-bit Virtual Server. Lemke said this could be done. Seavers will keep in touch with Lemke and inform the committee as any progress is made.

**Next Committee Meeting:** The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, June 23 at 9:30 A.M.

**Adjournment:** With no further business, Hansen made a motion to adjourn. Thiede seconded. All Ayes. The meeting was adjourned at 11:05 A.M.

## Information Technology Committee

March 24, 2011

Sheriff's Department Training Room

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

**Members Present:** Bizer, Poehnel, Thiede, Ewan;

**Members Absent:** Seidl.

**Other Attendees:** Melissa Seavers, IT; Jon Chrusniak, EO Johnson; Aaron Ellenbecker, EO Johnson; Mark Weiler, EO Johnson;

**Approve Minutes:** Ewan moved to approve the minutes of the February 10, 2011 meeting; Seconded by Thiede. All Ayes. Motion Carried.

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

**Print Management:** EO Johnson performed the Print Management Review after one year of participation. Taylor County was under their allotted color amount by 1,600 prints and over the black & white amount by 65,000. Bizer asked for the initial numbers from EO Johnson as there are several departments expressing concerns of paying too much. EO Johnson will provide their original print counts and departments will be invited to the next meeting for a group discussion. Also, the mailroom will start having faxes forwarded to a folder rather than having every fax printed. These faxes will then be forwarded via email to the appropriate person.

**Wireless Access Points:** Seavers asked the committee their thoughts on providing wireless internet access on the 2<sup>nd</sup> floor near the courtroom. There have been several attorneys, clients, etc. asking for this service to be provided. Ewan made a motion to approve if the Judge approves and covers the initial expense, as well as Ken Schmiede approving the "agreement between visiting attorney and Taylor County." A roll call vote was taken: Thiede - Aye; Ewan - Aye; Poehnel - Aye; Bizer - Aye; Seavers will discuss with the Judge and implement upon her approval.

**2010 Budget Transfer:** Transfer amounts will be as follows for the 2010 Budget:

\$30,000.00	AS400 Maintenance & Licensing
17,500.00	Software Expansion
17,833.61	Hardware Expansion
40,000.00	AS400 Support & Upgrades
412.85	PC Replacement Plan - Software
940.08	PC Replacement Plan - Hardware

Thiede moved to approve the adjustments as stated above. Ewan seconded this motion. All Ayes. Motion Carried.

**Department Update:**

- Seavers reported that they are staying very busy implementing new computers and scrubbing old ones getting them ready for the ongoing auction. This last week, \$585.60 was taken in.

**Next Committee Meeting:** The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, May 26 at 9:30 A.M.

**Adjournment:** With no further business, Ewan made a motion to adjourn. Poehnelt seconded. All Ayes. The meeting was adjourned at 11:44 A.M.

## **Information Technology Committee**

February 10, 2011

Ground Floor Conference Room

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

**Members Present:** Bizer, Poehnel, Seidl, Thiede, Ewan;

**Members Absent:** None.

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

**Approve Minutes:** Ewan moved to approve the minutes of the December 2, 2010 meeting; Seconded by Poehnel. All Ayes. Motion Carried.

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

**Wireless Access Points:** Seavers reported that several attorneys are requesting wireless internet access be accessible when they are here for a period of time. Seavers mentioned the option of changing the access code daily. Thiede agreed that the internet shouldn't be left unsecured. Bizer brought up the idea of possibly charging for the use of this wireless. Thiede expressed concern that assessing a charge would increase paperwork on Taylor County's end. Also brought up by Thiede was whether the County would be liable for any issues that may arise on the computers of these attorneys. The committee decided to table this discussion until the next meeting so Seavers could check with other counties and see what their policy is.

### **Department Update:**

- Seavers reported that the VMware project is complete. The installation went very well. Exchange 2010 was not installed due to a tape drive upgrade that was needed at Human Services. Maintenance installed an air conditioning unit in the Human Services server room to keep the temperature under control.
- Peetz did an upgrade to the IMS21 system. ROD has all desktops running the new version and the rest of the IMS users will be upgraded after a week of testing in the ROD office.
- Seavers reported that they are busy starting this year's computer replacement plan. They currently have 15 Windows 7 machines to install. The old systems will be scrubbed and put on the auction site.
- Bizer expressed concerns on behalf of the Human Services Department regarding the Print Management Program. Human Services feels their print costs are higher than when they owned the printers and copiers. Seavers will get in touch with EO Johnson to discuss any options that would help eliminate this problem.

**Next Committee Meeting:** The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, March 24 at 10 A.M.

**Adjournment:** With no further business, Ewan made a motion to adjourn. Thiede seconded. All Ayes. The meeting was adjourned at 9:37 A.M.