



Unofficial pending Committee approval

INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: August 2, 2010
Time: 5:00 p.m. – 5:33 p.m.
Place: County Road A Facility

Present:

Committee Members

Deb Schubert, Nolan Wallenfang, Margaret Whirry
Dan Priske arrived at 5:09

Also in attendance:

Bill Hutchison, IT Director
Deb Sweeney, Committee Secretary

Absent: Dave Richter

Next Meeting: October 4, 2010 @ 4:30 p.m.

1. Certification of Open Meeting Law

Deb Schubert called the meeting to order at 5:00 p.m. and certified requirements of open meeting law as being met.

2. Approval of Agenda

Motion/Second (Wallenfang/Whirry) to approve the August 2, 2010 agenda. **Motion Carried.**

3. Approval of Minutes

Motion/Second (Whirry/Wallenfang) to approve the May 10, 2010 minutes. **Motion Carried.**

4. Correspondence

Letter from Linda VanNess to the IT Committee

5. Appearances

None

6. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, the main project has been the completion of moving the IT Department, Health and Human Services and the Sheriff's Office to the new facility. Dispatch will be moving pending the completion of the radio project.
- Since the beginning of the year the IT Department has logged 350 hours of flex/overtime hours.

2011 budget

Committee discussed the proposed 2011 IT budget.

Motion/Second (Priske/Wallenfang) to approve the 2011 proposed budget and forward to the Finance Committee. **Motion Carried.**

7. Purchase Requests

*account number=(year)-100-25-51450-xxx-000

Item #	Item	Qty	*Acct #	Reason for Purchase	Vendor	Price per Item	Total	Delivered Price?
1	IX-DCKT970	1	810	Cordless phones – IT Department	Convergent	\$631.00	\$1,262.00	Yes
					Sole Provider			

Motion/Second (Wallenfang/Priske) to approve purchase from lowest bidder. Submit item 1 to P&I for approval. **Motion Carried.**

8&9. Closed Session

Motion/Second (Whirry/Wallenfang) to move into closed session in accordance with §19.85(1)(c). **Roll call vote carried unanimous.**

Motion/Second (Priske/Whirry) to move back into open session and approve Bill Hutchison's annual evaluation. **Motion carried.**

10. Vouchers

Vouchers were presented in the amount of \$14,051.34

Motion/Second (Whirry/Priske) to approve vouchers as presented. **Motion Carried.**

11. Committee Discussion

The Committee discussed a replacement for the Member-at-Large. Committee members are to look for potential candidates with Dan staying on until a replacement is found.

Next meeting: October 4, 2010 @ 4:30 p.m.

Agenda items: Replacement for Member-at-Large.

12. Adjournment

Motion/Second (Wallenfang/Whirry) to adjourn at 5:33 p.m. **Motion Carried.**

Committee members were offered a tour of the IT office after the meeting.

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To: Information Technology Committee
Debra Schubert, Chair
Dave Richter, Vice Chair
Daniel Priske
Maureen Schweder
Nolan Wallenfang
Joann Guden (Alternate)

From: Linda Van Ness, Director
Department of Health & Human Services

Date: July 21, 2010

RE: IT (Information Technology) Department

Just a note to let you know how very much we appreciated the efforts of Bill Hutchison and Deb Sweeney during our move to the new building. They were very helpful and organized and I'm still amazed that they had all of our computers, printers, etc. up and ready for us to use Monday morning! They have been wonderful and it's a pleasure having them right next door.

Again - just wanted you to know that the County should be proud of it's IT staff.