

**Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved. Minutes are generally approved at the following meeting**

**Pierce County Information Services Committee**  
Minutes  
**February 21, 2005**  
Pierce County Office Building – Multi Use Room

- Call to Order            Jeff Olson called the meeting to order at 7:35 a.m.
- Roll Call                Members present were Rodney Rommel, Jeff Olson, Leo Simones and Director of Information Services Janet Huppert.
- Minutes of  
December Meeting      Minutes of the December 20, 2004 meeting were mailed to the committee prior to the meeting. Motion by Simones and seconded by Rommel to approve the minutes as presented. Motion carried.
- Departmental  
Budget Review          A review of the Data Processing department budget was done for both 2004 and 2005.  
  
John Kucinski arrived at this point.
- Policy on Computer      Corporation Counsel determined that the only action needed to implement the new Policy Use and Information Systems is for the Information Services Committee to approve the new policy and an implementation plan. A motion was made by Rommel and seconded by Simones to approve the policy as presented, have the policy distributed to all county employees and after they have read it and signed it, the signature portion should be turned in to Sandy Langer to become part of their Personnel file. County Board Chairman Ron Anderson will be contacted to see how he would like to have the policy distributed.

Data Processing Training Policy	There is no language in the union contract regarding training. Discussion was held on the options that are available for continuing education for the Data Processing department. Huppert also presented information from neighboring counties regarding how they handle the computer related ongoing training. Different methods will be looked at with staff keeping in mind the cost of different alternatives including time off work.
Equipment Damage	Huppert presented a list of computer and phone related equipment that had to either be replaced or repaired due to a couple of electrical “events” in January.
2004 Annual Report	Huppert reviewed the 2004 Data Processing Department Annual Report that will be submitted to the full board. Discussion was held on trends in the county as well as in the computer industry.
Director’s Report	<p>A status report was given on activities in the Data Processing Department. Mary Foley started as the Data Processing / Software Specialist on February 14 half days. The county color copier is now in place and working well. The county voicemail system is being upgraded with both new hardware and software. The final cut over is planned for Monday, February 28.</p> <p>Although a letter was sent to the Building Committee from Jeff Olson on behalf of the Information Services Committee requesting that Director of IS Huppert be involved in discussions regarding future building, remodeling, or expansion, Huppert was told to leave the Building Committee meeting she tried to attend on February 9.</p>
Future Meeting Dates	The next Information Services Committee meeting is scheduled for Monday, May 16, at 7:30 a.m. in the Multi Purpose Room of the Pierce County Office Building.
Adjournment	Simones moved, Rommel seconded the meeting be adjourned at 8:45 a.m. Motion carried.

Janet Huppert, Recorder

**Pierce County Information Services Committee  
Minutes  
May 16, 2005  
Pierce County Office Building – Multi Use Room**

- Call to Order            Jeff Olson called the meeting to order at 7:30 a.m.
- Roll Call                Members present were Rodney Rommel, Jeff Olson, Leo Simones, Art Gallardo Johnson, John Kucinski and Director of Information Services Janet Huppert.
- Minutes of February Meeting    Minutes of the February 21, 2005 meeting were mailed to the committee prior to the meeting. Motion by Simones and seconded by Rommel to approve the minutes as presented. Motion carried.
- Departmental Budget Review    A review of the Data Processing department budget was done for 2005.
- Input for the Ad Hoc Policy Committee    The Ad Hoc Policy Committee has asked for input on whether this committee feels that the authority to change the computer policy should stay with the Information Services Committee as it now does. Discussion was held and the Information Services Committee feels strongly the computer policy oversight including modifications should remain with the Information Services Committee. The following lists the justification for this.
- Corporation Counsel Brad Lawrence has concluded that the authority to amend the computer policies rests with the IS Committee according to Section 4-25 of the Pierce County code, Ordinance 3-11 and Ordinance 3-13.
  - The computer policy has been designed to address specific issues; in cases these are very technical, but always within the context of the legal parameters protecting Pierce County, the County Board, and Pierce County employees.
  - The IS Committee is comprised of individuals who have significant practical experience and insight into industry standards, as well as three County Supervisors.
  - Due to technology changes this policy needs to be reviewed on a regular basis.
  - The IS Committee meetings are open meetings and the committee welcomes suggestions to the computer policy.
  - This is a unique, technical policy that deals with the interaction of people and

computers that requires a specific level of expertise.

- If another committee other than the IS Committee is allowed to modify the policy, the intent and scope of modified sections may be lost.
- The IS Committee is responsible ultimately for the security and stability of the communications infrastructure and data network which requires this committee to be able to establish the policy pertaining to these systems.
- The IS Committee is continually monitoring trends and issues within the computer industry.

A motion was made by Simones and seconded by Rommel that the above bullet points be presented to the Ad Hoc Policy Committee by Director of IS Huppert on behalf of the Information Services Committee. Motion carried.

#### Director's Report

A status report was given on activities in the Data Processing Department. The color copier is quite popular. 13,000 copies have been made in under 3 months. The new Computer Use policy has been distributed. Office 2003 has been loaded on the DP computers so we can become familiar with it. We have been assisting a number of people with office moves. A discussion was held on the importance of saving files on network drives and the committee agreed that all employees should be using network drives for file storage. A couple of maps have been digitized for Nugget Lake. The calendars on the web page are much improved.

The county took a lightning hit on 5/12/05 which affected the phone system, the security doors and miscellaneous other electronic items. A discussion was held on the merits of leaving computers plugged in to get Microsoft updates versus the damage that could be done due to lightning. The committee agreed that computers need to be available to get the updates. Additional surge protection will be looked at for the areas that seem to be more susceptible to the lightning damage.

#### Future Meeting Dates

The next Information Services Committee meeting is scheduled for Monday, August 29, at 7:30 a.m. in the Multi Purpose Room of the Pierce County Office Building.

#### Adjournment

Simones moved, Gallardo Johnson seconded the meeting be adjourned at 8:55 a.m. Motion carried.

Janet Huppert, Recorder

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**Pierce County Information Services Committee  
Minutes  
August 29, 2005  
Pierce County Office Building – Multi Use Room**

- Call to Order            Jeff Olson called the meeting to order at 8:40 a.m.
- Roll Call                Members present were Rod Rommel, Jeff Olson, Leo Simones, John Kucinski, Art Gallardo Johnson, and Director of Information Services Janet Huppert. Curt Kephart was also in attendance.
- Minutes of May Meeting            Minutes of the May 16, 2005 meeting were mailed to the committee prior to the meeting. Motion by Simones and seconded by Gallardo Johnson to approve the minutes as presented. Motion carried.
- Departmental Budget Review            A review of the Data Processing department budget was done for 2005.
- Proposed 2006 Budget            The proposed 2006 budget was presented by Huppert. Discussion was held on the mainframe upgrade that included some concerns about the cost of the upgraded software considering we are currently customers of theirs. A motion was made by Gallardo Johnson and seconded by Kucinski that the Court Project (projector, pull down screen, etc.) be taken out of the proposed budget. Simones, Rommel and Olson voted against the motion so the Court Project is back in the budget. Huppert was asked to get additional information to support the request such as number of times videos are shown in the courtroom. The amount to be budgeted for the Court Project was also discussed. It was decided to leave the \$16,000 in that was initially requested. Motion by Rommel and seconded by Simones to approve the Data Processing 2006 Proposed Budget as presented in the amount of \$653,566. Motion carried. Curt Kephart left at this point.
- Department Name            Discussion was held on changing the Data Processing department name. It was felt that this name is antiquated and doesn't accurately reflect what this department does. Some options were presented by Huppert. Motion by Simones and seconded by Rommel that the name for the Data Processing department be changed to Information Services. Motion carried.





enhancements are being made to the phone system to allow one button paging of all departments.

Closed Session

Motion by Simones, seconded by Rommel, with a unanimous roll call vote to convene into closed session pursuant to Section 19.85(1)(c) Wisconsin Statutes, for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to wit: Director of Information Services annual performance review.

Return to Open Session

Motion by Simones, seconded by Rommel, with unanimous roll call vote to reconvene into open session. Motion carried. Motion by Rommel, seconded by Simones, to approve a very commendable performance evaluation and step increase in salary for Director of Information Services Janet Huppert. Motion carried.

Future Meeting Dates

The next Information Services Committee meetings are scheduled for Monday, January 9 and Monday, March 6, 2006, at 7:30 a.m. in the Multi Purpose Room of the Pierce County Office Building.

Adjournment

Simones moved, Kucinski seconded the meeting be adjourned at 9:40 a.m. Motion carried.

Janet Huppert, Recorder

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