

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

**Pierce County Information Services Committee
Minutes**

January 9, 2006

Pierce County Office Building - Multi Use Room

- Call to Order John Kucinski called the meeting to order at 7:40 a.m.
- Roll Call Members present were Rod Rommel, Leo Simones, John Kucinski, Art Gallardo Johnson, and Director of Information Services Janet Huppert.
- Minutes of 11/07/05 Meeting Minutes of the November 7, 2005 Information Services Committee meeting were mailed to the committee prior to the meeting. Motion by Gallardo Johnson and seconded by Simones to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services budget was done for 2005. Discussion was held on why certain line items were over and the committee was happy that overall the budget wasn't exceeded.
- Obsolete Equipment The last time we had an obsolete equipment sale a sealed bid system was tried and it worked well. Huppert reviewed the type of equipment that is available for sale. The committee thought a minimum suggested price of \$25 for the computers and \$5 for the monitors was ball park. Simones made a motion that was seconded by Gallardo Johnson to authorize another sealed bid sale to dispose of obsolete equipment. Huppert is to compile a list of equipment that will be offered for sale to present at the next meeting. Motion carried.
- Director's Report A discussion was held on the need for county ID badges. Although no one likes to wear the badges the committee agreed it was something that should be done. Huppert was asked to have Gary Brown put it on the next Emergency Management agenda with the chairs approval.
- A number of updates were discussed including: the plan to update a number of county phones to digital, security for the IS room in the courthouse, phone options in regards to a county disaster plan, how the implementation of the county intranet is going, purchasing vendors for the county, the upgrade of all county computers to the latest version of Norton's, NAZCA and our computer poster campaign.
- Future Agenda Items Departmental goals for 2006 and a listing of things that need to be addressed.

Future Meeting Dates The next Information Services Committee meetings are scheduled for Monday, March 6, 2006 and Monday, May 1, 2006 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 8:30 a.m. Motion carried.

Janet Huppert, Recorder

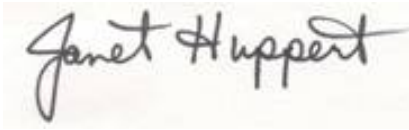
Pierce County Information Services Committee
Minutes
March 6, 2006
Pierce County Office Building – Multi Use Room

- Call to Order Jeff Olson called the meeting to order at 7:35 a.m.
- Roll Call Members present were Rod Rommel, Jeff Olson, Leo Simones, John Kucinski, and Director of Information Services Janet Huppert.
- Minutes of 1/9/06 Meeting Minutes of the January 9, 2006 Information Services Committee meeting were mailed to the committee prior to the meeting. Motion by Kucinski and seconded by Simones to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services budget was done for both 2005 and 2006.
- 2005 Annual Report Huppert reviewed the 2005 Information Services Department Annual Report that will be submitted to the full board. The report was accepted as presented.
- Director's Report
 - A handout was reviewed with things that need to be addressed. Huppert was asked to look in to the cost of a UPS that could run the servers a couple of hours for the room that is not on the backup generator.
 - A handout was reviewed on purchasing versus leasing Gateway computers.
 - An evaluation of Motorola versus Panasonic ruggedized laptops has been done
 - Work is continuing on the conversion to the new county financial system
 - A used equipment sale will be held during 2nd quarter

Administrative Coordinator Curt Kephart arrived at this point.
- 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: Director of Information Services Goals. Motion carried. Motion by Simones, seconded by Kucinski, with unanimous roll call vote to return to open session. Motion carried.
- Kephart and Rommel left at this point.
- Action on Closed Session Items Motion by Simones, seconded by Kucinski to approve Director Huppert's Goals for 2006 as modified. Motion carried.
- Future Meeting Dates The next Information Services Committee meeting is scheduled for Monday, May 1, 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 9:25 a.m. Motion carried.

A handwritten signature in black ink on a light-colored background. The signature reads "Janet Huppert" in a cursive script.

Janet Huppert, Recorder

**Pierce County Information Services Committee
Minutes**

May 1, 2006

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 Jeff Olson, Leo Simones, John Kucinski, Jim Camery, Art Gallardo Johnson and Director of Information Services Janet Huppert.
- Election of
Chairperson Motion by Simones / Gallardo Johnson to nominate Jeff Olson for Information Services Committee Chairperson. The call was made for other nominations and there were none. Motion by Kucinski / Simones to close nominations and cast a unanimous ballot; all in favor via voice vote; Jeff Olson elected Chairperson.
- Election of Vice
Chairperson Motion by Kucinski / Gallardo Johnson to nominate Leo Simones for Information Services Committee Vice Chairperson. The call was made for other nominations and there were none. Motion by Kucinski / Camery to close nominations and cast a unanimous ballot; all in favor via voice vote; Leo Simones elected Vice Chairperson.
- Minutes of 3/6/06
Meeting Minutes of the March 6, 2006 Information Services Committee meeting were mailed to the committee prior to the meeting. Motion by Gallardo Johnson and seconded by Kucinski to approve the minutes as presented. Motion carried.
- Future Meeting
Dates Discussion was held on the best time of day for future meetings and it was decided they would remain at 7:30 a.m. The following meetings were agreed to in 2006: Monday, June 12, Monday, August 14 and Monday, November 13 all at 7:30 a.m. in the multi-purpose room in the lower level of the Pierce County Office Building.
- Departmental
Budget Review A review of the Information Services budget was done for 1st quarter of 2006. Expenses so far this year have been normal and expected.
- Obsolete Equipment
Sale Huppert reviewed the plan for the next obsolete equipment sale. The sealed bid format worked well with the last sale and will be used again. The committee reviewed the equipment for sale. Motion by Simones and seconded by Kucinski to approve the list of equipment for sale and anything that is not sold will be recycled. Motion carried.
- RFP for Repro
Health Phone
System Discussion was held on the proposed RFP for a new phone system for the Reproductive Health office of Public Health in River Falls. Discussion was also held on the advantages of VOIP. Motion by Simones and seconded by Gallardo Johnson to approve the RFP and to forward it on to Corporation Counsel to continue the process. Motion carried.

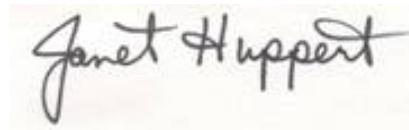
Director's Report

Discussion was held on the following:

- Problems with NAZCA in Minnesota
- Survey that was received recently from WCA on software subscriptions they are considering
- The transition of the county financial system to a Windows based system
- Purchasing through e-bay
- Huppert will be attending a regional meeting on May 12

Adjournment

It was suggested that the meeting be adjourned so those that needed to leave could and those that wanted to do a walking tour of the computer related facilities could proceed with that. Simones moved, Kucinski seconded the meeting be adjourned at 8:50 a.m. Motion carried. Huppert led a tour of the computer related facilities with Simones and Camery attending.

A handwritten signature in black ink that reads "Janet Huppert". The signature is written in a cursive style with a large initial 'J' and a long horizontal stroke at the end.

Janet Huppert, Recorder

**Pierce County Information Services Committee
Minutes**

June 12, 2006

Pierce County Office Building – Multi Use Room

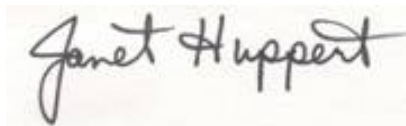
- Call to Order Jeff Olson called the meeting to order at 7:38 a.m.
- Roll Call Members present were Jeff Olson, Leo Simones, Jim Camery, Art Gallardo Johnson and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the May 1, 2006 Information Services Committee meeting were e-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 Information Services budget was done for 2006. The expenses so far this year have been usual and expected. The report was accepted as presented.
- RFP for Courtroom Update An RFP for a technology update to the courtroom was reviewed. A couple of additions were suggested to the courtroom drawing that will be part of the RFP. A motion was made by Simones and seconded by Gallardo Johnson to approve the RFP for release with the discussed changes. Motion passed.
- Repro Health Phone System The bids received for the Reproductive Health office phone system in River Falls were reviewed. Three bids were received with the following costs:
Heartland – Cisco’s Call Manage Express - \$22,595
Black Box – NEC NEAX 2000 - \$23,814
NEC Unified Solutions – Elite IPK R4100 - \$8,969
A motion was made by Simones and approved by Camery to award the bid to NEC Unified Solutions in the amount of \$8,969 subject to the execution of a contract with Pierce County. Motion carried.

Director's Report Administrative Coordinator Curt Kephart arrived at this point.

- The used equipment sale results were reviewed. The county made \$415.50 on this sale.
- The Information Services department is updating our disaster recovery manual.
- Wiscnet is doing a server migration that will affect all e-mail accounts that go through them. All PCs will need to be touched after this change to change settings to allow incoming and outgoing e-mail.
- We are working with the Sheriff's department on implementing their TraCS grant and the wireless 911 project.
- We discussed the space at the Ellsworth Village Hall that is being offered to the county.
- A discussion was held on the number of printers in the county. Although there are situations where a larger number of printers are needed such as locations with multiple locked doors or departments on multiple levels of a building, it is possible that some consolidation can be done. Huppert was asked to put together a report of printers in the county that includes prints per printer, energy consumption, cost of cartridges, etc. A printer plan will be part of the next budget cycle. Having a fax server was also discussed as a possible consolidation item.

Future Meeting The next Information Services Committee meetings are scheduled for Monday, August
Dates 14, 2006, and Monday, November 13 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 8:50 a.m.
Motion carried.



Janet Huppert, Recorder

Pierce County Information Services Committee

Minutes

July 31, 2006

Pierce County Office Building – Multi Use Room

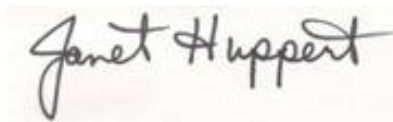
- Call to Order Jeff Olson called the meeting to order at 7:30 a.m.
- Roll Call Members present were Jeff Olson, Leo Simones, Jim Camery, Art Gallardo Johnson and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the June 12, 2006 Information Services Committee meeting were e-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 Information Services budget was done for 2006. The expenses so far this year have been usual and expected. The report was accepted as presented.
- Courtroom Update The proposals received for the Courtroom Technology Update were reviewed. Two proposals were received with the following costs:

<u>Vendor</u>	<u>Quote with Manual Screen</u>	<u>Quote with Electric Screen</u>
Tierney Brothers	\$14,946.80	\$15,551.81
WNAV	\$13,517.00	\$14,123.00

Discussion was held on the advantages of an electric screen over a manual one. A motion was made by Simones and seconded by Camery to award the bid to WNAV for the electric screen version in the amount of \$14,123 subject to the execution of a contract with Pierce County. Motion carried with Gallardo Johnson opposing.

- Credit Card Request A request by Huppert for access to a county credit card for doing county business was discussed. Currently Pierce County does not have a business credit card. Some vendors now require a credit card to do business with them. A number of members of the committee have company credit cards and agreed that they are necessary to conduct business. The committee supported this request. Gallardo Johnson made a motion that the request for a county credit card be forwarded on to Finance and Personnel. The motion was seconded by Simones. Motion carried.

Budget Reduction Options	<p>Administrative Coordinator Curt Kephart was present for part of the budget discussion.</p> <p>The Program Worksheet for the Information Services Department was first reviewed. Motion by Simones and seconded by Gallardo Johnson to approve the worksheet as presented. Motion carried.</p> <p>The committee reviewed the proposed items and possible cuts. In order to get to the needed 15% either staff or hardware needed to be cut. Cutting staff was discussed first. The committee felt that this department was already streamlined enough and does a very good job of supporting as much in the county as they do so they didn't want to take the cuts from staff. The impact of cutting different hardware was then discussed. Motion by Simones and seconded by Gallardo Johnson to propose the following cuts to Finance and Personnel: \$9,470 – GCS Warranty, \$16,000 – Special Projects, \$16,421 – Software Purchases, \$9,250 – Telephone, \$6,000 – Software over \$5,000, \$6,000 – Training & Conferences, \$6,500 – Computers / Printers, \$7,000 – Copiers / Faxes for a total of \$76,641 which is 15% of the Information Services budget that is on the county levy. Motion carried.</p>
Director's Report	<ul style="list-style-type: none"> • After looking at the cost of the alternatives of 1) a generator or 2) a very large UPS to keep the network up during a power outage, the IS department decided that by moving around servers we could get the most important pieces on available generator outlets to keep the network up in the event of a power outage. • Ramifications of departments not upgrading to Office 2003 when some of the current county software requires it were discussed. • It has been decided that the county will only replace one of the three pay phones that were previously removed. The new one will be in the lobby of the Dispatch area. • Issues were discussed with booting up the shared laptops locally versus being on the network. • We have recently had some strong lightning storms without damage. Hopefully all of the work that was done last year to improve grounding is working. Chairman Olson added that he was very pleased with the new grounding he saw when he took a tour with Huppert earlier this summer.
Future Meeting Dates	<p>The next Information Services Committee meetings are scheduled for Monday, August 28, 2006, and Monday, November 13 at 7:30 a.m. in the Multi Purpose Room of the Pierce County Office Building.</p>
Adjournment	<p>Simones moved, Gallardo Johnson seconded the meeting be adjourned at 9:30 a.m. Motion carried.</p>



Janet Huppert, Recorder

**Pierce County Information Services Committee
Minutes
August 28, 2006**

Pierce County Office Building – Multi Use Room

- Call to Order Jeff Olson called the meeting to order at 7:32 a.m.
- Roll Call Members present were Jeff Olson, Leo Simones, Jim Camery, Art Gallardo Johnson, John Kucinski and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the July 31, 2006 Information Services Committee meeting were e-mailed to the committee prior to the meeting. Motion by Gallardo Johnson and seconded by Simones to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services budget was done for 2006. The expenses so far this year have been usual and expected. The report was accepted as presented. Discussion was held on where we are with replacing the Panasonic Toughbooks in the Sheriff's department and electronic citations.
- Loffler Dictation Lease The original 3 year lease on the county dictation system is up so the options of purchasing the system outright, a 12 month lease with a \$1 buy out and a 24 month lease with a \$1 buy out were looked at. Discussion was held on who is using this system. Motion by Kucinski and seconded by Simones to authorize changing the lease to a 24 month lease with a \$1 buy out. Motion carried with Gallardo Johnson opposing. The maintenance contract options were also looked at but it was decided to continue without one as is currently done due to the cost.
- 2007 Proposed Departmental Budget Huppert presented the 2007 proposed Information Services budget. Discussion was held on the proposed new copiers for next year as well as the number of copiers per office. The committee instructed Huppert to include a memo with the budget to Finance and Personnel outlining the cuts that aren't permanent ones. Motion by Simones and seconded by Kucinski to forward the Information Services 2007 proposed budget in the amount of \$513,812. Motion carried.
- The 5 year Capital Improvement Plan was reviewed. Discussion was held on whether or not it made sense to look at a fax serving system for the county instead of purchasing individual fax machines for each department. Motion by Simones and seconded by Kucinski to approve the 5 year Capital Improvement Plan as presented. Motion carried.
- The 5 Year Budget and Staffing Summary was reviewed. Motion by Camery and seconded by Simones to approve the 5 Year Budget and Staffing Summary as presented. Motion carried. Gallardo Johnson left at this point.
- As part of the budget discussion the committee had asked for a spreadsheet on the

printers in the county that included the department, type of printer, year purchased, location, copy count, energy consumption, cost of toner and the number of users. This was presented to the committee and reviewed.

Director's Report

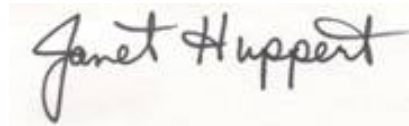
- The IS department is double checking agendas as they are submitted to us against the calendar on the web to try to keep it current since there has been a flurry of activity after the calendar was originally published.
- We are working with the Sheriff's department, vendors and the state on the E911 project.
- The suggestion from the county board budget brainstorming session of contracting out Information Services was discussed. A lot of issues including legal, the cost, and the complexity of our infrastructure and systems would need to be looked at before this could even be considered.

Future Meeting Dates

The next Information Services Committee meeting is scheduled for Monday, November 13 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 9:00 a.m. Motion carried.

A handwritten signature in black ink that reads "Janet Huppert". The signature is written in a cursive style and is centered on a light-colored rectangular background.

Janet Huppert, Recorder

Director's Report

- The results from the last election were put on the county web page as soon as the County Clerk's Office had them updated.
- The courtroom technology update has been completed and the equipment is being used.
- We have completed a data transfer from the Fair program that will eliminate double entry to get the fair checks processed.
- The E911 system is currently being implemented
- A new grant opportunity is being pursued to get additional funding to get the TraCS program in more squad cars
- Front Page is being discontinued so our county web page is going to have to be redone in a different program.

Director Review
Preparation

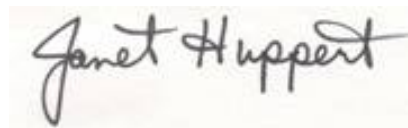
Motion by Simones, seconded by Kucinski, with unanimous roll call vote, to move to closed session pursuant to §19.85(1)(c) Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Preparation for Director of Information Services annual performance review. Motion carried at 8:58 a.m. Motion by Simones, seconded by Kucinski, with unanimous roll call vote to return to open session at 9:55 a.m. No action taken.

Future Meeting
Dates

The next Information Services Committee meeting is scheduled for Monday, January 22 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 10:00 a.m. Motion carried.



Janet Huppert, Recorder