

**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**

**January 22, 2007**

Pierce County Office Building – Multi Use Room

- Call to Order            Jeff Olson called the meeting to order at 7:37 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 November 13, 2006 Information Services Committee meeting were sent 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 department 2006 and 2007 budget was done. The expenses on both are usual and expected. Discussion was held on why money had not been spent for a couple of line items in 2006. The report was accepted as presented.
- Policy on Computer Use and Information Systems            Huppert presented findings from research on language that could be included in the computer use policy to cover security for data on removable media as well as laptops. Huppert and Olson will work with Corp Counsel Lawrence to come up with language that can be added to the policy on computer use to cover this topic.
- Cell Phone Consolidation Project            The IS Committee suggested to Finance and Personnel that the consolidation of the county cell phone contracts should be considered. Finance and Personnel authorized the IS department to research cell phone use and contracts for possible consolidation of service contracts. The Information Services Committee is to then make a recommendation to Finance and Personnel.
- The results of a questionnaire on cell phone usage that Huppert gave all departments were reviewed. A RFP for cell phone consolidation that was put together by Huppert was reviewed. A motion was made by Simones and seconded by Camery to approve the RFP for release to get proposals. Motion carried. The proposals generated by the RFP will be looked at during the IS Committee meeting February 26, 2007.

## Director's Report

- The last piece of the new system for the Dispatch Center is the networked fax. We have a solution onsite that we are currently evaluating.
- The Office 2003 upgrades for the Human Services department are finished.
- We are working on the year end processing activities. This is the first cycle for this with the new financial software and there seems to be some tweaking needed with each step. Once the fixes are all figured out it should go more smoothly in future years.
- We are going to look in to registering the county owned fiber. This will cover us if it is accidentally cut during any sort of digging.
- We are working with the Medical Examiner to get that position up and running.

## Closed Session

Motion by Simones, seconded by Gallardo Johnson, with a unanimous roll call vote to convene into closed session at 8:50 a.m. 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 of exercises responsibility: Information Services Director's annual performance evaluation. Motion carried. Motion by Simones, seconded by Camery with unanimous roll call vote, to return to open session at 9:15 a.m. Motion carried.

## Return to Open Session

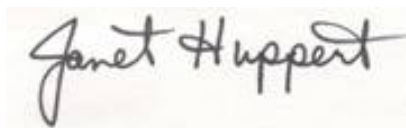
Motion by Simones, seconded by Gallardo Johnson, to award Director Janet Huppert a favorable performance evaluation and step increase which meets standards. Motion carried. Goals for the coming year were discussed and agreed upon.

## Future Meeting Dates

The next Information Services Committee meeting is scheduled for Monday, February 26 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 9:37 a.m. Motion carried.



Janet Huppert, Recorder

Pierce County Information Services Committee  
Minutes  
February 26, 2007  
Pierce County Office Building – Multi Use Room

- Departmental Budget Review A review of the Information Services department 2006 and 2007 budget was done. 88.2% of the 2006 budget was spent. The expenses for 2007 are usual and expected so far this year. The report was accepted as presented.
- Cell Phone Consolidation Project Two proposals were received in response to the cell phone consolidation RFP that was sent out. They were from JoJo Jewelers and Brian McQuade – both representing Midwest Wireless. Discussion was held on a couple of plans that were proposed as well as the pros for why the county should consolidate the cell phone contracts. The following three motions will be forwarded to Finance and Personnel for their consideration.
- 1) Motion by Simones and seconded by Kucinski to recommend that all county cell phones be consolidated under one county contract. Motion carried.
  - 2) Motion by Kucinski and seconded by Simones that the Midwest Wireless Plan KBO be used for all departments except Highway which will go with a tri-state plan. Motion carried.
  - 3) Motion by Simones and seconded by Kucinski that the county go with Brian McQuade as the vendor for the consolidated plan. Motion carried.
- Policy on Computer Use and Information Systems Huppert worked with Corp Counsel Lawrence to come up with proposed language that could be added to the Policy on Computer Use and Information Systems to cover the topic of security for data on removable media as well as laptops. Motion by Kucinski and seconded by Simones to replace all references of Data Processing to Information Services and that the following be added as section 1.H to the Pierce County Policy on Computer Use and Information Systems. “1.H All employees and officers of the County are responsible for ensuring that all reasonable safety precautions are taken, and that any confidential computer data, (hereinafter `confidential information’), kept on removable storage devices (e.g. diskettes, USB drives, CD’s, laptops, removable hard drives, etc.) removed from County property is kept securely, and shall be kept safe from unauthorized access, accidental loss or destruction. Additionally, such confidential information shall not be disclosed, accidentally or otherwise, to any unauthorized third party. Care should be taken that only the minimum amount of confidential information is removed from County property as is necessary to perform job functions.” Motion carried.
- Huppert will convey these changes to all county employees. The committee also suggested that the new paragraph be posted on departmental bulletin boards as a reminder that people are responsible for what they take from County property.

2006 Annual Report Huppert reviewed the 2006 Information Services Department Annual Report that will be submitted to the full board. The report was accepted as presented. Discussion was held on the importance of preparedness for disasters that would affect the physical infrastructure of county offices.

Director's Report

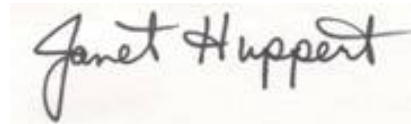
- The networked fax unit is working and is in place for the new system for the Dispatch Center in the Sheriff's department. This unit can be used by more than just the Sheriff's department. It is currently set up so faxes that come in to the receptionists' area now go in to their e-mail. They can then hard copy them off or e-mail them to the end recipient.
- We are looking at going to laser checks which is a pretty big change
- We are looking at time syncing issues on the network
- We are working with the Treasurer's department to come up with some alternative ways to do some of the things they do.

Future Meeting Dates

The next Information Services Committee meeting is scheduled for Monday, May 14 at 7:30 a.m. in the Multi Purpose Room of the Pierce County Office Building.

Adjournment

Kucinski moved, Simones seconded the meeting be adjourned at 8:40 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

**Pierce County Information Services Committee**  
**Minutes**  
**May 14, 2007**  
**Pierce County Office Building – Multi Use Room**

- Call to Order Vice Chairman Chip Simones called the meeting to order at 7:38 a.m.
- Roll Call Members present were John Kucinski, Chip Simones, Jim Camery, Art Gallardo Johnson and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the February 26, 2007 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Gallardo Johnson and seconded by Kucinski to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services 2007 budget was done. The expenses so far this year have been usual and expected. Discussion was held on the laser check project and outsourcing of payroll and printing checks. The report was accepted as presented.
- Microsoft Software As one of the goals for this year, Huppert was asked to evaluate current Microsoft software and come up with a county plan. Huppert reviewed an evaluation she wrote up with the committee that addressed Vista and Office 2007. The recommendation was to not upgrade to either Vista or Office 2007 until at least the 2009 budget year and then only based on how rewrites of software and other external factors are going. The evaluation was accepted as presented.
- 2008 Budget Considerations Preliminary discussion was held on items for the 2008 budget. Physically consolidating the IS department in one location is one thing the committee would like to see happen. Suggestions that were forwarded to Huppert were also discussed. Huppert will get clarification on the forwarded suggestions.
- Disaster Recovery Plan Huppert and Kucinski gave an update on a County Disaster Recovery meeting they attended along with Jeff Olson and representatives from County Board, Administration, Emergency Management and the Sheriff's department. Departments have plans but there is a need for an overall county plan to tie everything together.

Director's Report

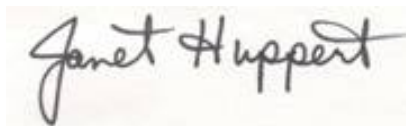
- We have flipped to laser checks for AP and Payroll. We worked with the County Treasurer to implement some additional security for our check processing procedures.
- Our county backbone is being upgraded.
- We are set up with Digger's Hotline and Triple E will be doing the line locates.
- The claim has been filed on the county's behalf for the Microsoft Class Action Settlement for the State of Wisconsin.
- This week we are starting with the first of many moves that will have to be done in Human Services due to vacating the M&I bank building.
- The consolidation to one vendor for the county cell phone needs has been completed.

Future Meeting Dates

The next Information Services Committee meeting is scheduled for Monday, August 20 at 7:30 a.m. in the Multi Purpose Room of the Pierce County Office Building.

Adjournment

Kucinski moved, Gallardo Johnson seconded the meeting be adjourned at 8:36 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

Pierce County Information Services Committee

Minutes

August 20, 2007

Pierce County Office Building – Multi Use Room

- Call to Order Chairman Jeff Olson called the meeting to order at 7:38 a.m.
- Roll Call Members present were John Kucinski, Chip Simones, Art Gallardo Johnson, Jeff Olson and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the May 14, 2007 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Gallardo Johnson and seconded by Kucinski to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services 2007 budget was done. The expenses so far this year have been usual and expected. Discussion was held on a couple of line items that were below the percentage for where we are in the year. The report was accepted as presented.
- 2008 Budget Huppert presented the proposed 2008 Information Services budget. Discussion was held on the proposed new copiers for next year. It was also pointed out that a request is being made by both Extension and Public Health to have their copiers funded through the Information Services department budget instead of leasing them through their respective budgets as has been done the past number of years. This will have a noticeable impact on the Information Services budget the next time they are replaced. The various size monitors used in different offices and their associated cost were also discussed as well as wants versus needs. Motion by Kucinski and seconded by Simones to forward the Information Services 2008 proposed 0% county levy increase budget in the amount of \$524,666. Motion carried.
- The 2008 Program Worksheet was reviewed. Motion by Simones and seconded by Gallardo Johnson to approve the program worksheet as presented. Motion carried.
- The 5 year capital improvements plan and budget and staffing summary were reviewed. The items on the capital improvements plan were all discussed. Motion by Simones and seconded by Kucinski to approve the 5 year capital improvements plan and the 5 year budget and staffing summary as presented. Motion carried.
- Computer Power Consumption Discussion was held on how much power a computer uses by leaving it on 24 hours a day 7 days a week. It was agreed that when the computer isn't being used this cost is minimal and the reasons to leave the computers on far outweigh this cost.

Director's Report

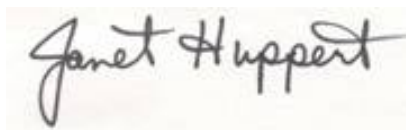
- A mock up of the new Pierce County web page was passed out and reviewed. Everyone thought it was a nice improvement over the current one which has served the county well but needs to be updated.
- The role of the Information Services committee as well as the Information Services department in regards to implementing document imaging was discussed. The software and infrastructure exists to implement document imaging in any department. Any department that would like to get records in to this system will be assisted in the set up but how the document prep, scanning and indexing is done is up to the individual department.
- We are currently working with the Sheriff's department to implement a wireless application.
- Some big changes are being made to the Treasurer's web page.
- We are continuing to work on a countywide disaster recovery plan.
- A number of things still need to be implemented that were budgeted for in 2007.

Future Meeting Dates

The next Information Services Committee meeting is scheduled for Monday, November 19 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 9:05 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

PIERCE COUNTY INFORMATION SERVICES COMMITTEE

MINUTES

NOVEMBER 19, 2007

PIERCE COUNTY OFFICE BUILDING – MULTI USE ROOM

- Call to Order Chairman Jeff Olson called the meeting to order at 7:35 a.m.
- Roll Call Members present were John Kucinski, Art Gallardo Johnson, Jeff Olson, Jim Camery and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the August 20, 2007 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Kucinski and seconded by Camery to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services 2007 budget was done. The expenses so far this year have been usual and expected. Discussion was held on a couple of line items that were below the percentage for where we are in the year. The report was accepted as presented.
- Phone System Digital Cards Discussion was held on the need for additional digital cards for the county phone system. Motion was made by Kucinski and seconded by Camery to approve the purchase of 3 additional 16 port digital cards for the phone system in the amount of \$9,045 and to forward this purchase request to the Finance and Personnel Committee for their approval. Motion carried.
- Upgrade County Calendaring Software Discussion was held on an upgrade that has just become available to the calendaring software package that the county is using. The version that the county is currently using works through synchronization. The upgrade is a server version where everyone would be hitting 'live' calendars without the synchronization process. This will cut down on network traffic as well as give everyone current information. Motion was made by Gallardo Johnson and seconded by Camery to approve the upgrade of the county calendaring software to the server version in the amount of \$3,140 and to forward this purchase request to the Finance and Personnel Committee for their approval. Motion carried.
- Disposal of Electronic Equipment Discussion was held on how we have disposed of outdated electronic equipment in the past and whether it was the best use of county resources. A legal opinion was gotten from Corporation Counsel regarding whether or not electronic equipment has to be offered for sale before it is recycled. In summary the opinion was we could recycle instead of selling if three conditions are met:
- 1) The useful life of the equipment has been met
  - 2) There is no significant or substantial residual value to the equipment
  - 3) The cost associated with selling the equipment would exceed any net profits from the sale.
- The committee felt these 3 conditions are being met with the equipment that has been offered for sale in the past and the county electronic equipment sales should be stopped with the equipment being recycled as needed. A motion was made by Kucinski and seconded by Gallardo Johnson that Huppert work with Corporation

Counsel to draft a policy to allow Information Services to be able to recycle electronic equipment as needed.

Disaster  
Recovery  
Update

Huppert gave an update on a couple of disaster recovery items that are being worked on. Huppert handed out a screen shot of an emergency page that has been set up on the internet and is being hosted through WiscNet. This is a page that will only be used in the event that our county website is not functioning. The Information Services department can put whatever information is needed on this page. The URL for this emergency page is <http://emergency.co.pierce.wi.us>. Discussion was held on the new City Watch software. The suggestion of collecting county resident cell numbers as well as e-mail addresses for a database for this new software was made. This will be looked in to with the vendor.

Director's  
Report

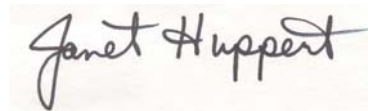
- Gateway Professional has been bought out by MPC (formerly Micron computers). We reviewed the portfolio of the new company.
- Departments were asked for locations that needed card access readers that don't currently have them. The IS department has asked for a couple to secure areas with infrastructure concerns.
- We are still planning to implement a new permitting software package for Land Management before the end of the year.
- We are working through some issues with the Fidlar software.

Future Meeting  
Dates

The next Information Services Committee meeting is scheduled for Monday, February 11 at 7:30 a.m. in the Multi Purpose Room of the Pierce County Office Building.

Adjournment

Gallardo Johnson moved, Camery seconded the meeting be adjourned at 8:45 a.m. Motion carried.



Janet Huppert, Recorder