

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 11, 2008

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 Art Gallardo Johnson, Jeff Olson, Jim Camery, Chip Simones and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the November 19, 2007 Information Services Committee meeting were sent 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 2007 budget was done. The department will come in under budget for 2007. The 2008 budget and expenses were briefly looked at since we are at the beginning of the budget year. The report was accepted as presented.
- Disposal of Used Electronic Equipment Huppert and Corporation Counsel Brad Lawrence put together a Policy for Disposal of Used Electronic Equipment which was reviewed by the committee. The committee agreed this policy addressed how they would like to see electronic equipment disposal dealt with going forward. Motion was made by Simones and seconded by Gallardo Johnson to approve the Policy for Disposal of Used Electronic Equipment and to forward a request for approval to Finance and Personnel. Motion carried.
- Closed Session Motion by Simones at 7:50 a.m., seconded by Gallardo Johnson, with a unanimous roll call vote to convene into closed sessions pursuant to Section 19.58(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 annual performance evaluation. Motion carried. Curt Kephart arrived.
- Return to Open Session / Action on Closed Session Items Motion by Simones at 8:20 a.m., seconded by Gallardo Johnson, with unanimous roll call vote to return to open session. Motion by Simones and seconded by Gallardo Johnson to give Director of IS Huppert a favorable evaluation with the proposed goals as discussed. Motion Carried. Mike Knoll arrived.
- Sheriff Systems Overview Lieutenant Mike Knoll of the Pierce County Sheriff's department was present to give an update on projects Information Services has and will be working on with the Sheriff's department. Knoll talked a little about how where got where we are, things

that will be implemented due to the bond that was just approved, City Watch and the work being done to find an alternate Emergency Operations Center. Discussion was held with the committee on what the expectation of the Sheriff's department is for support from Information Services as well as the need to keep the infrastructure up to date for capacity and hardware requirement reasons. Kephart and Knoll left at this point.

2007 Annual Report

Huppert reviewed the 2007 Annual Report for the Information Services Department that will be submitted to the full County Board. She pointed out a couple of trends. One thing that was discussed was the need to replace computers every 5 years due to the increase in hard drive failure after that point. The report was accepted as presented.

Director's Report

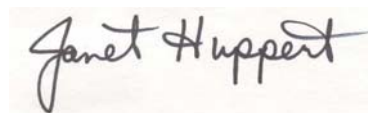
- The transition of Gateway Professional to MPC hasn't been quite as smooth as we had hoped for.
- We are working through some issues that we found before implementation with the new shared county calendaring system.
- Lieutenant Knoll and I will be meeting with some people from UW-RF to discuss the possibility of setting up an alternate EOC on their campus.
- The company that we have our main financial software through has been sold and one of the first actions of the new company was to raise our monthly maintenance fee. We will be paying an additional \$3,072 for this maintenance in 2008 which was not budgeted for. We found out about this increase in December.

Future Meeting Dates

The next Information Services Committee meeting is scheduled for Monday, May 5 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.



Janet Huppert, Recorder

PIERCE COUNTY INFORMATION SERVICES COMMITTEE

MINUTES

MAY 12, 2008

PIERCE COUNTY ANNEX – EOC ROOM

- Call to Order Former Chairman Jeff Olson called the meeting to order at 7:35 a.m.
- Roll Call Members present were Art Gallardo Johnson, Jeff Olson, Chip Simones, John Kucinski and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the February 11, 2008 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Simones and seconded by Kucinski to approve the minutes as presented. Motion carried.
- Election of Chairperson Motion by Kucinski and seconded by 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 and seconded by Gallardo Johnson 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 and seconded by 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 and seconded by Gallardo Johnson to close nominations and cast a unanimous ballot; all in favor via voice vote; Leo Simones elected Vice Chairperson.
- Future Meeting Dates & Times The time for future meetings was discussed and it was decided to leave them at 7:30 a.m. Meetings for Monday, August 18 and Monday, November 17 at 7:30 a.m. were set. Jim Camery arrived.
- Departmental Budget Review A review of the Information Services 2008 budget was done. The expenses so far this year have been usual and expected. Discussion was held on the status on a few of the larger projects and whether or not the money budgeted would all be spent. Huppert anticipated they would come in at the budgeted amount. The report was accepted as presented.
- Review Server Vendor Options One of the goals for the year for the IS department was to find a new vendor for the county servers. Requests for competitive quotes as well as a questionnaire were sent out to 5 vendors. Three of them responded. Huppert reviewed the responses to the questionnaire as well as the pricing. TRA has been selected as the new vendor.
- Funding for a Server Rack Huppert presented a proposal for a new server rack. Its installation location will be dependent on the findings of the maintenance department regarding electrical capacity in a couple of different locations. Motion by Simones and seconded by Gallardo Johnson to appropriate up to \$3,000 for a new server rack out of the account for infrastructure improvements. Motion carried.

Director's
Report

- A discussion was held on generators and the different types of transfer switches. A study is being done to consider the possibility of going 'off the grid' during peak energy periods and using the county generators for power. The Information Services committee is of the opinion that backup generators should be only used as backups. Kucinski asked that Huppert and Olson write a letter to the County Administrative Coordinator and the bond Project Manager expressing the committees' opposition to using the county generators for anything other than backups.
- Once the ADRC is in the lower level of the Pierce County Office Building, Huppert and Gustafson will be moving in to the current Office on Aging Offices. Room 25 will then be turned in to a conference room. The Reproductive Health office in River Falls is also going to be moving to a new location which we will be helping with.
- Huppert reviewed options to connect the Seyforth and Blue Building to the county network. Fiber is the most cost effective and stable option.
- RFPs have been collected for data cards for the squad cars and we are now in the testing phase of these cards.
- We are going to evaluate how data is gotten out of GCS for our web page.
- The county shared calendar program is working very well. We are down to one issue which we hope will go away with a new version of the server software.
- Our backups are currently taking from 5 p.m. – 8 a.m. We will need to evaluate some options at budget time.
- We are working on a couple of disaster recovery items.

Future Meeting
Dates

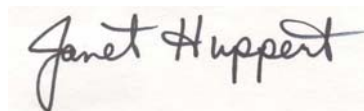
The next Information Services Committee meeting is scheduled for Monday, August 18 at 7:30 a.m. in the EOC Room in the Courthouse Annex.

Adjournment

Simones moved, Gallardo Johnson seconded the meeting be adjourned at 8:40 a.m. Motion carried.

Walking Tour

After the meeting a walking tour was taken by Huppert, Olson, Gallardo Johnson, Simones and Kucinski to the Communications room in the courthouse annex, the Information Services room in the courthouse and the future Information Services office space in the Pierce County Office Building.



Janet Huppert, Recorder

PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

AUGUST 18, 2008
PIERCE COUNTY ANNEX – EOC ROOM

- Call to Order Chairman Jeff Olson called the meeting to order at 7:38 a.m.
- Roll Call Members present were Art Gallardo Johnson, Jeff Olson, Chip Simones, John Kucinski and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the May 12, 2008 Information Services Committee meeting were sent 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 2008 budget was done. The expenses so far this year have been usual and expected except for damage due to lightning May 24, 2008. Huppert explained that all but the \$1,000 deductible should be covered by insurance but since that recovery hasn't happened yet the line item the damaged equipment was charged to is currently overdrawn. The report was accepted as presented.
Jim Camery arrived.
- Funding to Extend the County Fiber The county needs to connect the Seyforth Building and the Blue Building to the county network due to changes in how those buildings will be used in the near future. A request was presented by Huppert to fund this project from the Information Services Infrastructure fund as an unbudgeted expense. Motion by Simones and seconded by Kucinski that the extension of the county network fiber to the Seyforth Building and the Blue Building be funded through the Information Services Infrastructure account as an unbudgeted expense. Motion carried.
- Bids to Extend the County Fiber Three bids were received to extend the county network by splicing in to the current fiber and connecting the Seyforth and Blue Buildings. The bids were as follows:
Parsons - \$16,385.00
Advanced Wireworks - \$19,980.00
Americom - \$37,485.20
Huppert answered questions about the project. Motion by Simones and seconded by Gallardo Johnson to award the bid to Parsons and to forward the request for funding of this unbudgeted item from the Information Services Infrastructure account to Finance and Personnel for the amount of \$16,385. Motion carried.
- New Vendor for County Computers Pierce County standardized a number of years ago on Gateway computers. We are happy with the product and with the tech support but the delivery time on this equipment has gotten to the point of being unacceptable. We switched to HP servers in 2008 for this reason and we are now going to switch to HP for desktops and laptops as well. Motion by Kucinski and seconded by Simones to authorize Huppert to move forward with a Request for Bids to find a new vendor of HP equipment for the county. Responsiveness, product line, price and minimum specifications will all be taken in to account in the awarding of the bid. The bids will be looked at during the next Information Services Committee meeting. Motion Carried.

2009 Budget
Information

Huppert presented the proposed 2009 Information Services budget. Discussion was held on the proposed new copiers for next year as well as the items in the capital improvements plan. The lease for the county Dictaphone system is done this year. We are hoping to get at least a couple of more years out of the current system. How the next one will be funded was discussed. Discussion was also held on the possibility of making each department pay for their own hardware and electronic storage space and order it through IS to make departments more responsible for what they use. Motion by Simones and seconded by Camery to forward the Information Services 2009 proposed -11% county levy decrease budget in the amount of \$559,273. 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 3 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 Gallardo Johnson to approve the 3 year capital improvements plan and the 3 year budget and staffing summary as presented. Motion carried.

Director's
Report

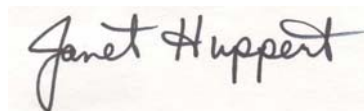
- Huppert reported on the status of power in the main communications room. A number of county people met with Xcel Energy last week to look at having some power monitoring done as well as to look at power options.
- The committee was briefed on the lightning damage that the county had on May 24, 2008. We were told by 2 different sources that we have done everything we can to mitigate lightning damage in the communications room.
- All departments have been asked to come up with a transition plan so someone could take over a department if something unexpected happened to prevent the department head from doing their duties. Huppert will be working on this for the IS Department.
- Huppert briefed the committee on the Grant County trip that she took with 9 other Pierce County employees to learn about their experiences with disasters.
- Jeff Olson and Huppert wrote a memo to County Board Chair Barkla and Randy Lutz as directed by the Information Services Committee regarding using backup generators for only backups and not for going off the grid.

Future Meeting
Dates

The next Information Services Committee meeting is scheduled for Monday, October 27 at 7:30 a.m. in the EOC Room in the Courthouse Annex. There was a meeting scheduled for Monday, November 17 which is being cancelled.

Adjournment

Camery moved, Kucinski seconded the meeting be adjourned at 8:33 a.m. Motion carried.



Janet Huppert, Recorder

PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

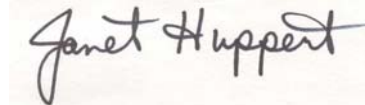
OCTOBER 27, 2008

PIERCE COUNTY ANNEX – EOC ROOM

- Call to Order Chairman Jeff Olson called the meeting to order at 7:40 a.m.
- Roll Call Members present were Jeff Olson, Chip Simones, John Kucinski and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the August 18, 2008 Information Services Committee meeting were sent 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 2008 budget was done. Overall the annual expenses are where they should be and there is a positive balance. Huppert explained two line items that have been overdrawn. We have received \$10,096 in insurance recovery for damage due to lightning May 24, 2008. This money can't be directly put in to the Telephone Repair & Service line item but should be applied to it when looking at balances. The Dictaphone line item is overdrawn due to a miscalculation that was used when putting the 2008 budget together. The Dictaphone lease is now paid off and this line item is overdrawn by one payment. The report was accepted as presented.
- Bid Award for a County HP Vendor A request for bids was sent out to find a vendor for all county purchases of HP desktops, laptops, servers and monitors. Although the request for bids was sent to a number of vendors, only one bid was received from Technology Resource Advisors before the deadline. Discussion was held on a number of items relating to the bid and the company that submitted it. The bid had very competitive pricing and included everything that was asked for. Motion by Kucinski and seconded by Simones that Technology Resource Advisors become the HP vendor for all county purchases with submitted (or lower) pricing through 12/31/09. In addition this contract can be extended for two additional one year periods after the initial contract term which ends 12/31/09. Motion carried.
- Shutting Computers Off After Hours The Information Services Committee looked at the issue of how much power a computer uses by leaving it on 24 hours a day 7 days a week at their August 20, 2007 meeting. At that time the committee agreed that when the computer isn't being used this cost is minimal and the reason to leave the computers on far outweigh this cost.
- Due to rising costs and other variables Huppert did an analysis of the potential savings that the county could expect if the majority of the county computers were shut off for 12 hours a day. Using current costs and actual power usage numbers Pierce County could potentially save at least \$6,000 annually by shutting off the computers. Some committee members questioned whether the \$6,000 savings would offset other downsides to this change in policy. Computer management software as well as hibernation options were also discussed. Discussion was also held on other things that could be done differently in the county to save on power.
- Motion by Kucinski and seconded by Simones to change the county computer policy to shut off computers and monitors when a persons shift is over. This policy change will be

re-evaluated in 6 months. Motion carried.

- UPS for Server Rack The Information Services department is moving from tower servers to rack mount servers. As part of that transition a UPS is needed for the server rack. Motion by Simones and seconded by Kucinski to authorize the expenditure of up to \$2,209 from the Infrastructure account for a rack mountable UPS for the server rack. Motion carried.
- Director's Report
- We were having some issues with our main SQL server locking up. Due to the symptoms we thought it was the Sheriff's application that was causing the problem but we have found that the shared calendar software has a memory leak which is causing the lockups. We are working on a permanent solution with the software vendor and in the interim we are babysitting the software so the server lockups don't occur.
 - The fiber is buried and terminated in the Seyforth and Blue Buildings to extend our county network to those locations. The internal wiring and other connections will be done the week of November 17.
 - Postini is working very well for the county in keeping SPAM and viruses outside of our network. The number of viruses caught has recently gone up dramatically.
 - Huppert has been elected to a 3 year term on the state GIPAW Board of Directors.
 - The server upgrade for the Human Services in-house application probably won't take place until January due to contract negotiations and the lead time required by the vendor to get the hardware.
 - Some additional municipalities have had us set up web pages for them.
- Future Meeting Dates The next Information Services Committee meeting is scheduled for Monday, January 26 at 7:30 a.m. in the EOC Room in the Courthouse Annex.
- Adjournment Kucinski moved, Simones seconded the meeting be adjourned at 8:35 a.m. Motion carried.



Janet Huppert, Recorder