

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 26, 2009

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 Jeff Olson, Chip Simones, John Kucinski, Jim Camery, Art Gallardo Johnson and Director of Information Services Janet Huppert.
- Previous Meeting Minutes Minutes of the October 27, 2008 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Kucinski and seconded by Gallardo Johnson to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services 2008 and 2009 budget was done. Overall the annual expenses are where they should be. There should be a positive balance for 2008 once all of the 2008 vouchers are paid. The report was accepted as presented.
- County Cell Phone Contract Two years ago it was decided that the county cell phone service should be centralized under the Information Services department and a two year contract was signed for the county with Midwest Wireless. The initial contract will be up in March 2009. Discussion was held on whether or not the cell phone contract should continue to be centralized. Motion by Simones and seconded by Gallardo Johnson that there continue to be a centralized county cell phone contract through Information Services for negotiating with each department paying for their portion. Motion carried.
- Huppert proposed that some testing be done with different carriers in locations that are consistently dropped by Alltel which is the current county cell phone carrier. A list of locations has already been compiled. Motion by Simones and seconded by Kucinski that Alltel, AT&T, Verizon and T-Mobile be tested and Huppert present the findings at the next Information Services meeting along with pricing for the service that looks the most promising. Motion carried.
- IS Proposed Office Layout Huppert presented a proposed office layout that would get the IS department in one location using the current Office on Aging and Fair Office space. Motion by Simones and seconded by Gallardo Johnson to approve the office layout as presented. Motion carried.
- IS Transition Plan Huppert reviewed the transition plan that she put together for the Information Services department with the committee.
- Disk Backup Options One of the planned projects for 2009 is to change how the county is doing the data backups. A number of different options were looked at with estimate pricing. No one really liked the idea of true offsite backups due to our lack of control of the data once it got there. Data de-duplication was talked about. Discussion was also held on a virtual

option in conjunction with a disk backup unit to cover both disaster recovery as well as moving to a disk backup unit instead of tape. It was decided that the cost of the virtual option didn't justify the added benefit of being up more quickly in a situation with hardware failure. It was felt that in the case of hardware failure the county could afford to be down the time it would take to get replacement hardware and get that set up as long as we have reliable and good backups of the data. The committee also felt that a device at the Highway department was far enough away from the Courthouse and Pierce County Office Building to be considered offsite. Motion by Simones and seconded by Gallardo Johnson to have Information Services look in to the HP Storage Works 2012i disk backup unit for disk backups and offloading to tape as needed. Motion carried.

Closed Session Motion by Simones, 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.

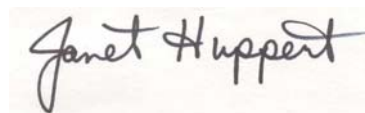
Return to Open Session / Action on Closed Session Items Motion by Simones, seconded by Gallardo Johnson, with unanimous roll call vote to return to open session. Motion by Simones and seconded by Gallardo Johnson to give Director of Information Services Huppert a very favorable evaluation with the proposed goals as filled in by the committee. Motion Carried.

Director's Report

- Gateway/MPC has filed for bankruptcy. We have a lot of equipment that is still under warranty and currently the warranties aren't being honored.
- Huppert gave a report on how things are working for St. Croix County regarding using their generators for power to go "off the grid" when demand gets high enough.
- There has been a bit of a learning curve for county employees regarding how things work differently since we are now shutting computers off each night.
- The Sheriff's department has applied for a number of grants that we have helped with.
- The Human Services in-house system has been moved to a new server.
- We are currently working on being able to locate 911 calls originating in county buildings.
- Some work is being done on the county web page that will expand GIS capabilities as well as have tax information available on a more timely basis.
- We continue to work with the vendor of our calendar share program on a number of issues.

Future Meeting Dates The next Information Services Committee meeting is scheduled for Monday, March 16 at 7:30 a.m. in the EOC Room in the Courthouse Annex.

Adjournment Kucinski moved, Gallardo Johnson seconded the meeting be adjourned at 9:00 a.m. Motion carried.



Janet Huppert, Recorder

PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

MARCH 16, 2009

PIERCE COUNTY ANNEX – EOC ROOM

- Call to Order Chairman Jeff Olson called the meeting to order at 7:35 a.m.
- Roll Call Members present were Jeff Olson, John Kucinski, Art Gallardo Johnson and Director of Information Services Janet Huppert. Lieutenant Mike Knoll of the Pierce County Sheriff's Department was also present.
- Previous Meeting Minutes Minutes of the January 26, 2009 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Kucinski and seconded by Gallardo Johnson to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services 2009 budget was done. Overall the annual expenses are where they should be. The report was accepted as presented.
- 2008 Annual Report Huppert reviewed the 2008 Annual Report for the Information Services Department that will be submitted to the full County Board. A couple of trends were discussed. The report was accepted as presented.
- Location of Disaster Recovery Items Discussion was held reviewing the pros and cons of locating equipment on county property versus at UW-RF for disaster recovery items. County property is closer for things that need to physically be done to electronic equipment and the buildings in Ellsworth are all connected by fiber so we have fast connections to all of them. Not all county buildings have backup generator options. UW-RF has backup generator coverage in the area that we could locate gear. Since the UW-RF option isn't currently ready to go equipment needed for disaster recovery will be set up and tested on county property initially. After we are sure everything is working the way it should be and we have pricing, locating things farther away will be revisited.
- Infrastructure Updates Huppert presented a proposal to spend \$22,000 of the funds budgeted in fund 262-07-51451-812 this year. The proposal included a disk to disk backup device, an autoloader, infrastructure for a new disaster recovery location and a fiber run to the new server room in the PCOB. Discussion was held on the various projects. Motion by Gallardo Johnson and seconded by Kucinski to approve expenditures for the plan presented for infrastructure upgrades. Motion carried.
- Procedure to Request Smartphones Gary Brown from Emergency Management arrived at this point and stayed for the discussion on this topic. Discussion was held on the pros and cons of Smartphones. Both Mike Knoll and Gary Brown presented their case for the need for Smartphones in their respective departments. Discussion was also held on how to keep these phones secure so they do not transmit things back to the county network. Motion by Kucinski and seconded by Gallardo Johnson that if a department can justify the need for Smartphones they can be ordered through Huppert and they will be funded through the department using them. The department head authorizing this purchase will have to justify the need if asked. Motion carried.

County Cell
Phone Contract

Huppert presented the results from some testing that was done in Pierce County with Alltel, AT&T, Verizon and T-Mobile cell phones. Alltel had the best coverage in the most places. Huppert also reviewed Alltel contract pricing, service options ongoing with the cell phones and pricing on the phones themselves. Motion by Kucinski and seconded by Gallardo Johnson to request an exception to the county purchasing policy due to lack of competitive pricing and to pursue an Alltel contract with JoJo's Jewelry and Gifts in Ellsworth. Motion carried.

Director's
Report

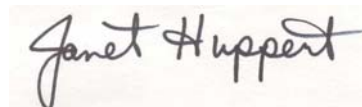
- A couple of committee members had asked if the County had any legal recourse against Gateway/MPC regarding our warranties that won't be honored due to the company filing for bankruptcy. Corporation Counsel looked in to this and found that Gateway/MPC first filed Chapter 11 (re-organization) and then converted it to a Chapter 7 which is a total liquidation including all assets and all liabilities. It is Corporation Counsels opinion that the County is likely going to be left with no viable options to recover anything from the bankruptcy proceedings.
- Huppert attended the NIMS (National Incident Management System) training in February that was held by the Pierce County Emergency Management department.
- As part of the bonding HVAC project, 24x7 cooling has been requested in 3 rooms that are warmer than they should be and house main electronic runs.
- An update on the IS department consolidation was given.
- There will be a tabletop exercise involving all county departments simulating tornado damage to county buildings on Wednesday, March 18.
- Possible plans for keeping departments up while employees are being displaced due to the HVAC project were talked about.
- The work being done on the county web page that will expand GIS capabilities as well as have tax information available on a timelier basis is just about finished.
- Lieutenant Mike Knoll addressed the committee with a few items including:
 - the Sheriff's department was awarded a grant for 2 servers that IS helped write and will implement
 - work on a physical alternate site in case of a disaster will continue
 - implementing the SMART in-house system has been a work in progress. Everyone involved continues to work on what ever issues come up and the results have been very positive.
 - consideration should be given to replacing the dispatch computers more often than every 5 years which is the county policy. Lieutenant Knoll would like to see them replaced every 3 years due to the 24x7 nature of the positions that are using them and the complexity of the systems they are using.
 - Lieutenant Knoll wanted to go on record as saying he is very happy with the support that the Sheriff's department receives from the Information Services department.

Future Meeting
Dates

The next Information Services Committee meeting is scheduled for Monday, June 8 at 7:30 a.m. in the EOC Room in the Courthouse Annex.

Adjournment

Kucinski moved, Gallardo Johnson seconded the meeting be adjourned at 8:41 a.m. Motion carried.



Janet Huppert, Recorder

PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

JUNE 8, 2009

PIERCE COUNTY ANNEX – EOC ROOM

- Call to Order Chairman Jeff Olson called the meeting to order at 7:35 a.m.
- Roll Call Members present were Jeff Olson, John Kucinski, Art Gallardo Johnson, Chip Simones and Director of Information Services Janet Huppert.
- Establish Quorum and Adopt Agenda The Chair acknowledged those present and established there was a quorum. Motion by Simones and seconded by Kucinski to adopt the agenda. Motion carried.
- Public Comment Chair Olson called for public comment. There was none.
- Previous Meeting Minutes Minutes of the March 16, 2009 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 Huppert presented reports with 2 different formats for the department budget review. GLR530 is an expenditure budget summary and GLR285 is an income and expenditure account summary. The committee preferred GLR285 since it is more concise and complete so that is the one that will be used going forward. A review of the Information Services 2009 budget was done. Overall the annual expenses are where they should be. The report was accepted as presented. Jim Camery arrived at this point.
- 2010 Budget Item Discussion A number of items were discussed in preparation of the 2010 budget.
- Discussion was held on the need for e-mail archiving. At this time WiscNet does not have a solution in Madison. The committee agreed a solution should be pursued at the county level.
 - At the 1/26/09 IS committee meeting it was decided that in the event of a disaster the county could afford to be down the time it would take to get replacement hardware and get that set up as long as we have reliable and good backups of the data. Huppert is currently talking to departments regarding options for how they would operate if computer systems were unavailable for up to 2 weeks instead of implementing a virtualization option.
 - The future use of the halon canisters that were in the previous IS server areas was discussed. Huppert was asked to find out what alternatives would cost before a decision is made.
- Director's Report
- There will be an open house for the county to see the new IS offices on 6/11/09.
 - The county is currently doing the legwork to submit an application for federal stimulus money that is coming for broadband service to the entire county.
 - We are getting the equipment needed for the backup location at highway. We still need to have the electrical run by maintenance.
 - We have been needed a few times to do things due to the construction. We usually don't get much lead time but it has just become a way of life. We may still need to

temporarily relocate people as a last resort.

- The county received a settlement voucher of \$10,293 from the Microsoft Antitrust Lawsuit that we submitted a claim through 2 years ago. Huppert will submit the paperwork to finish up that process.
- The size of the initial air conditioner that was specified for the new server room is not big enough so that is being adjusted as part of the HVAC construction project.
- Dispatch has had all of their main workstations replaced and their 2 new servers are here and will be put in to production as soon. An implementation schedule is being worked out with SMART for the servers.
- Jim Camery brought up the subject of the total number of printers in the county. This isn't the first time this item has been discussed by this committee. The total number of printers in the county has not been going down. The committee has made it clear that they want to see the number of printers decreased in the county. The two biggest reasons for this request are to save energy and the time the IS staff spends on maintenance for these printers. The committee felt that if a department wants additional printers they should seriously consider moving around the ones they currently have to fill that request.

Tour the New
IS Department
Offices

John Kucinski and Jim Camery left at this point. The rest of the group went over to the new IS department offices in the Pierce County Office Building. A tour was given of the new area. The new consolidated location and offices turned out very well and is extremely beneficial to the whole department.

Ergonomic
Furniture

Huppert presented a proposed layout for ergonomic modular furniture for the Director of IS office. To have office furniture updated in Pierce County it needs to go through a standing committee and then be forwarded to the Building Committee for consideration at budget time. Motion by Simones and seconded by Gallardo Johnson to approve the proposed layout at a cost of \$3,296 for updating the Director of IS furniture and forward it to the Building Committee for consideration with the 2010 budget. Motion Carried.

Future Agenda
Items

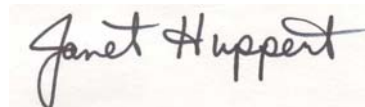
Simones requested that the Pierce County Policy on Computer Use and Information Systems be reviewed again just to make sure it is up to date due to the fact that technology changes as quickly as it does. Since the next IS committee meeting will be the budget one Huppert suggested this be taken up at the meeting after the budget one which will probably be in November. The committee was agreeable to that timing.

Future Meeting
Dates

The next Information Services Committee meeting is scheduled for Monday, August 24 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.



Janet Huppert, Recorder

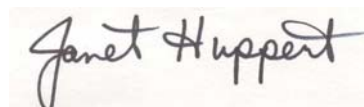
PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

SEPTEMBER 4, 2009

PIERCE COUNTY ANNEX – LUNCH ROOM

- Call to Order Chairman Jeff Olson called the meeting to order at 7:40 a.m.
- Roll Call Members present were Jeff Olson, Jim Camery, Chip Simones and Director of Information Services Janet Huppert. Also in attendance was Tammy Kincaid, Director of Human Services
- Establish Quorum and Adopt Agenda The Chair acknowledged those present and established there was a quorum. Motion by Simones and seconded by Camery to adopt the agenda. Motion carried.
- Public Comment Chair Olson called for public comment. There was none.
- Previous Meeting Minutes Minutes of the June 8, 2009 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Simones and seconded by Camery to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services 2009 budget was done. Overall the annual expenses are where they should be. The report was accepted as presented.
- County Printers The IS Committee would like see the number of printers decreased in the county to save energy and the time the IS staff spends on maintenance. Huppert reviewed some options for consolidation as well as what some other counties are doing. Director of Human Services Kincaid addressed the committee regarding why that department has the number of printers they have and concerns she has regarding safety of workers and a number of other topics if printers were consolidated. Huppert was directed by the committee to meet with each department to come up with plans to reduce the number of printers in the county. This is to be presented at the next committee meeting. Kincaid left at this point.
- Server Room Fire Suppression Options Huppert was asked to research options for fire suppression in the new server room. Budgetary quotes were received for two systems that were over \$10,000 each. The halon canisters from the previous server locations were checked and are still functional. Discussion was held on how those canisters work. Motion by Simones and seconded by Camery that the 2 halon canisters be installed in the new server room once the building construction is finished and a smoke detector be installed in that room that is tied to the county system. Motion carried.
- E-Mail Archiving We have received the check from the Microsoft Wisconsin Settlement which the committee has talked about putting toward an e-mail archiving system. Due to some technical hurdles the original plan for an archive system is not going to work so it was decided to defer action on this item.

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| Replacing CRT Monitors | Huppert found out that Focus on Energy is offering incentive money to upgrade from CRT to LCD monitors. A proposal was presented to the committee to upgrade 32 monitors throughout the county with Focus on Energy reimbursing roughly half the cost of the new monitors. Motion by Simones and seconded by Camery to replace the monitors and apply for the Focus on Energy money. Motion carried. |
| 911 Room Locating | Huppert discussed an enhancement that is needed for the county phone system so dispatch can find people in county offices when they dial 911. Two different options were looked at. Motion by Simones and seconded by Camery to approve implementation and funding through Information Services to get the 911 locator ID program through AT&T working with the county phone system. |
| 2010 Budget | Huppert presented the proposed 2010 Information Services budget. Discussion was held on shifting the funding for a couple of things to tax levy accounts. Motion by Simones and seconded by Camery to forward the Information Services 2010 proposed -1.9% county levy decrease budget in the amount of \$552,868. Motion carried. The 2008 Program Worksheet was reviewed. Motion by Simones and seconded by Camery 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 discussed. Motion by Simones and seconded by Camery to approve the 3 year capital improvements plan and the 3 year budget and staffing summary as presented. Motion carried. |
| Director's Report | <ul style="list-style-type: none"> • There was some lightning damage to the county voicemail server and the integration card in the county PBX phone system due to storms on August 3. This is the second time this exact same damage was sustained due to lightning. We have added some additional surge suppression to the server and have also had some additional grounding wire run to the server. • We have electrical run at highway for our backup location and the server rack has been assembled. The rest of the equipment that will be going out there has arrived and is being set up. • Huppert has met with all departments and everyone has a plan to function for up to 2 weeks without servers, the county infrastructure, etc. in an emergency. • We are currently evaluating two brands of ruggedized laptops. |
| Future Agenda Items | The Pierce County Policy on Computer Use and Information Systems will be reviewed at the November IS Committee meeting. |
| Future Meeting Dates | The next Information Services Committee meeting is scheduled for Monday, November 2 at 7:30 a.m. in the EOC Room in the Courthouse Annex. |
| Adjournment | Camery moved, Simones seconded the meeting be adjourned at 9:05 a.m. Motion carried. |



Janet Huppert, Recorder

PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

NOVEMBER 2, 2009

PIERCE COUNTY ANNEX – EOC ROOM

- Call to Order Vice Chairman Chip Simones called the meeting to order at 7:40 a.m.
- Roll Call Members present were Jim Camery, Chip Simones, Art Gallardo Johnson, John Kucinski and Director of Information Services Janet Huppert.
- Establish Quorum and Adopt Agenda The Vice Chair acknowledged those present and established there was a quorum. Motion by Kucinski and seconded by Gallardo Johnson to adopt the agenda. Motion carried.
- Public Comment Vice Chair Simones called for public comment. There was none.
- Previous Meeting Minutes Minutes of the September 4, 2009 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 2009 budget was done. Overall the annual expenses are where they should be. There is quite a bit in the computer hardware line item yet due to computer prices coming down and the pocket cop project will be deferred to another year due to a few things that need to take place first. The report was accepted as presented.
- County Printers Huppert presented a plan to decrease the number of printers in the county. It was decided that the departments that indicated they would not replace certain printers when the current ones are no longer working would be allowed to use them until they quit. The plan for Human Services involves recycling and moving a number of printers and purchasing 4 new printers and 3 envelope feeders. The departmental request is that the Human Services plan be implemented all at one time as people can be transferred to their new printers. The submitted plan has Human Services going from 39 printers to 17. Another 19 printers will go away in the county as they quit working. Motion by Camery and seconded by Gallardo Johnson to approve the printer reduction plan as presented by Huppert with the Human Services portion being forwarded to the Human Services Committee and the Finance and Personnel Committee for monetary approval. Motion carried.
- Pierce County Corporation Counsel Brad Lawrence arrived at this point at the committees' request.
- E-Mail Archiving Options are currently being looked at for an E-Mail archiving system for the county. At this point there is not a solution for the E-Mail provider that the county is using but one is being worked on. Discussion was held on the pros and cons of having an archive system onsite versus offsite. Once options are available they will be looked at. Discussion was held with Lawrence on why we need E-Mail archiving and the reasons include open records law, record retention policies and litigation issues. Once an archiving system is in place e-mails will be kept a minimum of 7 years. Discussion was also held on if an e-mail

archiving policy is needed. It was decided that an explanation to all employees of how the archiving system works in conjunction with existing policies would be sufficient.

Policy on
Computer Use
and Information
Systems

Discussion was held with Lawrence on restriction of web sites, monitoring software, and social networking sites. It was agreed that the topics discussed were more of a potential productivity issue than a liability issue for the county. To date there haven't been any situations that the Policy on Computer Use and Information Systems hasn't been able to address so it was decided no changes needed to be made to the policy at this time.

Lawrence left at this point.

Director's
Report

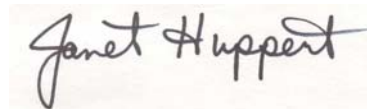
- When the final paperwork was submitted to Focus on Energy for our project to upgrade for CRT to LCD monitors, we found out that they changed how they calculated what we would get back. It went from \$2,190 to \$225. Since the funding wasn't there we upgraded 9 monitors instead of the original plan of 32.
- One of the Register of Deeds servers had 2 hard drives fail. Fortunately we already had the replacement server on site and were doing the base load when this happened. The system was rebuilt off the backups which worked flawlessly.
- There was a mass drill at UW-RF in September and the CityWatch emergency notification system was used. It worked very well. We did find a couple of issues that are being addressed.
- We are continuing to work on the 911 room locating project.
- The layout of the county web page has been changed so additional timely things can be posted on the first page. The committee liked the changes.
- We finished our evaluation of two brands of ruggedized laptops. We will be staying with the Panasonic ones for the next refresh cycle.
- The flip from Alltel to Verizon is causing a little extra administrative work.

Future Meeting
Dates

The next Information Services Committee meeting is scheduled for Monday, February 8 at 7:30 a.m. in the EOC Room in the Courthouse Annex.

Adjournment

Gallardo Johnson moved, Camery seconded the meeting be adjourned at 9:02 a.m. Motion carried.



Janet Huppert, Recorder