

PIERCE COUNTY INFORMATION SERVICES COMMITTEE  
APPROVED MINUTES

NOVEMBER 28, 2022

Pierce County Board Room - 124 N. Oak Street, Ellsworth, WI  
Videoconference through Google Meet

- Call to Order Michael Kahlow called the meeting to order at 5:00 p.m.
- Roll Call Members present were Michael Kahlow, Liz Gunderson, Melissa Petersen, Kris Sampson, and Director of Information Services Janet Huppert. Members excused were Paula Lugar. Others attending remotely were Jason Matthys.
- Establish Quorum and Adopt Agenda Kahlow acknowledged those present and established there was a quorum. Motion by Sampson and seconded by Petersen to adopt the agenda. Motion carried.
- Public Comment Kahlow called for public comment.  
  
There was no public comment.
- Previous Meeting Minutes Minutes of the August 29, 2022 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Petersen and seconded by Sampson to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of current expenses through the Information Services 2022 budget was done. Huppert reported that the expenses so far in 2022 are as expected. Sampson asked how the committee members see how the departmental budgets come in at the end of the year. Huppert said the annual report for Information Services always includes the year-end total for the budget. Matthys said Countywide year-end numbers are presented at Finance & Personnel once the annual County audit is done. The report was accepted as presented.
- Pierce County Policy on Computer Use and Information Systems The Pierce County Policy on Computer Use and Information Systems is reviewed and modified by the Information Services Committee as needed. Huppert presented changes recommended by the Information Services department staff. Discussion was held on how often the Security Awareness training should be held. The committee felt every six months was a good starting point. Discussion was also held on who should be required to complete the Security Awareness training. The committee felt anyone with a County network account or a County email address needs to complete this training.  
  
Motion by Petersen and seconded by Gunderson to make the following changes to the Pierce County Policy on Computer Use and Information Systems:
- Workstations shall be locked whenever they are unattended
  - Users who access the Pierce County network must be authenticated with Multi-Factor Authentication
  - Anyone with a County network account or a County email address will complete online Security Awareness training every 6 months. Additional Security Awareness training may be required at the discretion of the IT Director based on industry standards/best practices.

- The only instant messaging services allowed and supported for use by Pierce County employees are the UC Client through the NEC phone system and Google Chat.
- Motion carried.

County Online Presence

Discussion was held on what the County is currently doing regarding social media. The Pierce County Policy for Social Media Websites was reviewed. Discussion was held on if the County should have a Facebook account for things like meeting announcements. There was also discussion about why certain committees post their packets online, but others don't. Matthys said it is currently up to each committee whether or not their packet is published. It was also mentioned that a lot of good things are being done in the County that should be in the News & Announcements section of the County website instead of just the press releases from the Sheriff's Office that deal mostly with crashes. Huppert will meet with Jason Matthys and Brad Lawrence to discuss the suggestions that came out of this discussion and how to proceed with them. An update on this will be given at the next Information Services committee meeting.

Director's Report

- NX Upgrade – things are on track to go live with this upgrade 12/12/22. The 262 forms that needed to be adjusted have been, end users have signed off on them and they have been moved to Live. The next 2 weeks will be spent moving everything else into Live and doing end user trainings. We are also working to get RevConnect going by the end of the year.
- The annual recycle run was done with Solid Waste on 11/16/22. Electronics that have lived their useful life were disposed of.
- Supply Chain Issues – one copier that was budgeted for in 2022 and ordered in November of 2021 won't arrive until 2023. The copiers budgeted for in 2023 have already been ordered due to a price increase 12/1/22 and they are also at least a couple of months out for delivery.
- Intranet Change – the County intranet is being reprogrammed to go through Revize which is the County website software. Everyone that uses it will have to have an account and password to access it once it is flipped.

Future Agenda Items

Kahlow asked for future agenda items. Currently those items are:

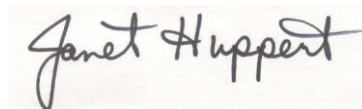
- County Online Presence
- Information Services Department Annual Report

Future Meeting Dates

The next Information Services Committee meeting is scheduled for Monday, March 13 at 5:00 p.m. in the County Board Room.

Adjournment

Sampson moved, Petersen seconded the meeting be adjourned at 6:03 p.m. Motion carried.



Janet Huppert, Recorder