

PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

FEBRUARY 8, 2010

PIERCE COUNTY OFFICE BUILDING – LOWER LEVEL CONFERENCE ROOM

- Call to Order Chair Jeff Olson called the meeting to order at 7:40 a.m.
- Roll Call Members present were Jim Camery, Chip Simones, Art Gallardo Johnson, John Kucinski, Jeff Olson 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 Kucinski and seconded by Gallardo Johnson to adopt the agenda. Motion carried.
- Public Comment Chair Olson called for public comment. Since Jim Camery is not rerunning for the County Board this will be his last meeting as a board member on the IS Committee. Olson wanted to personally thank Camery for serving on the committee as well as thank him from the committee. Camery said he enjoyed his time on this committee.
- Previous Meeting Minutes Minutes of the November 2, 2009 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Gallardo Johnson and seconded by Camery to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of both the Information Services 2009 and 2010 budgets was done. Huppert reviewed why a couple of things budgeted for in 2009 weren't done leaving a balance in 2009. So far in 2010 a number of annual maintenance items have been paid for so a couple of line items look skewed due to that. The report was accepted as presented.
- Citizen Member Appointments The current terms of the 2 citizen members on the IS Committee are both up in May. Gallardo Johnson announced that he will not be seeking reappointment for an additional term. Olson said he would be interested in being reappointed for an additional term. Huppert will have an ad put in the paper to solicit interested candidates. A resume and letter of interest will be requested. Huppert and Olson will interview candidates. Gallardo Johnson was thanked for his many years of service on the IS Committee.
- E-Mail Archiving After extensive research it has been found that there is not an archiving solution for the E-Mail provider that the county is using, they have no plans to come up with a solution in the foreseeable future and there is no way to link an external device in to their system to capture this. Huppert presented her findings for other web hosted e-mail systems that also provided archiving. As part of this research Huppert and Corporation Counsel Lawrence came up with a list of things a new system needs to do. The most cost effective system that met the county criteria was Google Apps. The committee felt that Google has a good reputation and a partnership with them should be a good thing. E-mail has become an essential tool for a modern office and their 99.9% uptime is very attractive.
- Motion by Simones and seconded by Gallardo Johnson that Huppert request that the money the county received from the Microsoft antitrust lawsuit be released and put towards the first year of a new county e-mail system with archiving. Motion carried. Huppert was instructed to meet with someone from the City of Hudson to see how their implementation of Google Apps is going. The IS staff will also test Google Apps

internally. Huppert will report to the committee at their next meeting with a recommendation on this product. Other pieces of Google Apps will be looked at in the future for possible rollout in Pierce County.

2009 Annual Report Huppert reviewed a draft version of the 2009 Annual Report for the Information Services Department that will be submitted to the full County Board. The report was accepted as presented.

Camery left at this point.

Closed Session Motion by Simones, seconded by Kucinski, with an 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.

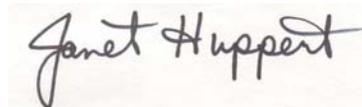
Return to Open Session / Action on Closed Session Items Motion by Simones, seconded by Gallardo Johnson, with unanimous roll call vote to return to open session. Motion by Gallardo Johnson and seconded by Kucinski to give Director of Information Services Huppert a very favorable evaluation with the proposed goals as filled in by the committee. Motion Carried. The committee also wanted to go on record as saying they are very impressed with what the Information Services department accomplishes with the size of staff that we have.

Director's Report

- The amount of malware and spyware seems to be going up and some of our time is being spent getting this off of county computers.
- One of the newest HP servers that we have had some issues a couple of weeks ago. A tech was here 3 times and everything in it was replaced, some things more than once, but it now seems to be stable. We are fine tuning the mirroring on the hardware for the Sheriff's department.
- The first wave of the printer consolidation plan is finished and things seem to be going well. People are getting used to some work flow changes due to this.
- The county backbone has been upgraded to 1 GB.
- We have done some testing with Microsoft Live to attend meetings remotely. Some actual meetings have also been held with it and it seems to work very well. Hopefully more meetings can be held this way to cut down on travel.
- The year end processing for the county is almost completed.

Future Meeting Dates The next Information Services Committee meeting is scheduled for Monday, May 3 at 7:30 a.m. in the Lower Level Conference Room in the Pierce County Office Building.

Adjournment Simones moved, Gallardo Johnson seconded the meeting be adjourned at 9:20 a.m. Motion carried.



Janet Huppert, Recorder

PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

MARCH 31, 2010

PIERCE COUNTY OFFICE BUILDING – LOWER LEVEL CONFERENCE ROOM

- Call to Order Chair Jeff Olson called the meeting to order at 7:35 a.m.
- Roll Call Members present were Jim Camery, John Kucinski, Jeff Olson and Director of Information Services Janet Huppert. Absent were Art Gallardo Johnson and Chip Simones.
- Establish Quorum and Adopt Agenda The Chair acknowledged those present and established there was a quorum. Motion by Camery and seconded by Kucinski to adopt the agenda. Motion carried.
- Public Comment Chair Olson called for public comment. Jeff Olson announced that he has decided not to seek reappointment for another term on the Information Services Committee. He said that he has enjoyed being on this committee as well as working with the various board members. Olson was thanked for his many years of service on the IS Committee.
- Previous Meeting Minutes Minutes of the February 8, 2010 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Camery and seconded by Kucinski to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services 2010 budget was done. So far in 2010 a number of annual maintenance items have been paid for so a couple of line items look skewed due to that. The report was accepted as presented.
- Citizen Member Appointments Five people submitted letters of interest for the citizen member positions on the Information Services Committee. Huppert and Olson interviewed all 5 candidates. Since there are 2 citizen positions open as of the middle of May, the committee asked that the top 2 candidates be invited to the next Information Services Committee meeting to observe.
- New County E-Mail System and Archiving Huppert and Pierce County computer tech Steve Gustafson met with Michael Kruger from the City of Hudson to discuss their implementation of Google Apps. There were no surprises from this meeting and we are ready to move forward with using Google Apps for the county e-mail provider. Discussion was held on the proposed implementation which included the following:
- Both the e-mail service and archiving will be used through Google Apps
 - E-mail will be archived for 7 years
 - Current e-mail is not going to be pulled in to the new system
 - Archiving of county e-mail is going to be done from the implementation date going forward
 - Requests to view e-mail archives will go through the Director of IS. The person requesting the capability to view the archives will be set up for a predefined time period
- Motion by Kucinski and seconded by Camery to authorize IS to start the trial period to get everything set up and tested through Google Apps and if all goes as expected to flip it to a full paid version using the above listed parameters.

Director's
Report

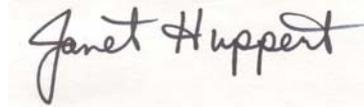
- We have rolled a couple of computers out with Windows 7 to start testing that operating system. We have already run in to a number of programs with issues with this operating system. The only way to get these programs to work is to turn off the bells and whistles with Windows 7.
- Human Services asked for some computer training which was done at their March 18 all agency meeting by Huppert. Public Health is also considering doing the same session.
- The main server in the Sheriff's department is having some hardware issues which are being addressed.
- We have Locate 911 working within the county.

Future Meeting
Dates

The meeting that was scheduled for Monday, May 3 has been cancelled and rescheduled for the following Monday. The next Information Services Committee meeting is scheduled for Monday, May 10 at 7:30 a.m. in the Lower Level Conference Room in the Pierce County Office Building.

Adjournment

Camery moved, Olson seconded the meeting be adjourned at 8:35 a.m. Motion carried.

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

Janet Huppert, Recorder

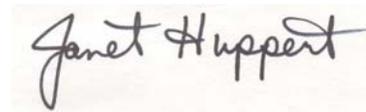
PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

MAY 10, 2010

PIERCE COUNTY OFFICE BUILDING – LOWER LEVEL CONFERENCE ROOM

- Call to Order Chair Jeff Olson called the meeting to order at 7:38 a.m.
- Roll Call Members present were Jeff Olson, Jim Ross, Rod Rommel, Chip Simones and Director of Information Services Janet Huppert. Absent was Art Gallardo Johnson. John Rongitsch was also present.
- Establish Quorum and Adopt Agenda The Chair acknowledged those present and established there was a quorum. Motion by Ross and seconded by Simones to adopt the agenda. Motion carried.
- Election of Chair Nominations for Information Services Committee Chair took place. Rommel nominated Ross for Information Services Committee Chair. No other nominations were received, therefore, closed nominations. Rommel made a motion that was seconded by Simones to elect Jim Ross as Information Services Committee Chair; motion carried unanimously. Ross took over chairing the meeting.
- Election of Vice Chair Nominations for Information Services Committee Vice Chair took place. Rommel nominated Simones for Information Services Committee Vice Chair. No other nominations were received, therefore, closed nominations. Rommel made a motion that was seconded by Ross to elect Chip Simones as Information Services Committee Vice Chair; motion carried unanimously.
- Public Comment Chair Ross called for public comment. There was none.
- Previous Meeting Minutes Minutes of the March 31, 2010 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Simones and seconded by Olson to approve the minutes as presented. Motion carried.
- Departmental Budget Review Since there were a number of new people present a line by line review of the Information Services 2010 budget was done. Discussion was held on what each of the line items covered as well as policies and practices that are followed in the county regarding technology. The report was accepted as presented.
- Amended Computer Use Policy Language Huppert presented the proposed language change for the Pierce County Policy on Computer Use and Information Systems and explained why the change was being proposed. Motion by Simones and seconded by Rommel to change paragraph 3.C of the Pierce County Policy on Computer Use and Information Systems from “The County reserves the right to monitor use of E-mail and Internet resources at the time of use, during routine post-use audits, and during investigations.” to “The County has the capability, reserves the right, and intends to use the right, to monitor and review use of E-mail, Internet resources, and other information stored on County computing resources, without prior notification, at any time when deemed necessary for County business purposes to ensure that public resources are not being wasted or misused and to ensure that the County's information systems are operating as efficiently as possible.” Motion carried.

- Citizen Member Recommendation Citizen member candidate John Rongitsch gave a brief outline of his background and qualifications for the Information Services Committee. Candidate Randy Beadles was also invited to the meeting but due to unavoidable circumstances he was not able to attend. Motion by Olson and seconded by Simones to recommend to the County Board Chair that John Rongitsch and Randy Beadles be appointed to the Information Services Committee for a 3 year period. Motion carried.
- Director's Report
- The entire county flipped to Google Apps as our e-mail provider on Monday, May 3. Every computer in the county has to be touched to get set up for this. We are working through a couple of issues that have come up but generally the transition went pretty smoothly.
 - Some time has been spent trying to get the county listings up to date in a number of phone books. There is no central repository for all of the various phone books that are now being published so each one has to be reviewed and then changes requested through the appropriate person. There are currently a lot of things incorrect in these directories including addresses for locations the county no longer uses.
 - We have been working with the Sheriff's department to help them add additional modules to their in-house system. This will be ongoing through September.
- Future Meeting Dates The next Information Services Committee meeting is scheduled for Monday, August 23 at 8:00 a.m. in the Lower Level Conference Room in the Pierce County Office Building.
- Tour of IS Related Facilities Jeff Olson left at this point. The rest of the group went on a walking tour of the Pierce County Office Building and the Courthouse Annex to see where the main IS related gear is and to meet the Information Services Department staff.
- Adjournment The tour ended back in the Lower Level Conference Room of the Pierce County Office Building. Simones moved, Rommel seconded the meeting be adjourned at 9:08 a.m. Motion carried.



Janet Huppert, Recorder

PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

AUGUST 23, 2010

PIERCE COUNTY OFFICE BUILDING – LOWER LEVEL CONFERENCE ROOM

- Call to Order Chair Jim Ross called the meeting to order at 8:00 a.m.
- Roll Call Members present were Jim Ross, Rod Rommel, John Rongitsch, René Bylander and Director of Information Services Janet Huppert. Absent was Chip Simones. John Worsing was also present.
- Establish Quorum and Adopt Agenda The Chair acknowledged those present and established there was a quorum. Motion by Rommel and seconded by Rongitsch to adopt the agenda. Motion carried.
- Public Comment Chair Ross called for public comment. Randy Beadles has resigned his position on this committee due to plans to relocate out of state. René Bylander has been appointed to the IS Committee by the Chairman of the County Board as the citizen member for this open position. Bylander was welcomed to the committee as the new member and gave a brief outline of her background.
- Previous Meeting Minutes Minutes of the May 10, 2010 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Rommel and seconded by Rongitsch to approve the minutes as presented. Motion carried.
- Verizon Coverage Verizon has physically moved their equipment from one tower in Ellsworth to another one in Ellsworth and it has had very noticeable ramifications. John Worsing talked to the committee as the Deputy Medical Examiner regarding how the change is affecting the Pierce County employees that are relying on cell phones to perform their duties. Huppert and Ross will look at a couple of things to either enhance the current Verizon coverage or to improve another carrier's coverage in Pierce County.
- Sheriff's Dept. Software Huppert gave a brief history on the current Sheriff's Department software and why alternate packages are currently being looked at. Percentages of original price for ongoing maintenance of software systems were also discussed.
- Departmental Budget Review A review of the Information Services 2010 budget was done. Overall the annual expenses are where they should be. The report was accepted as presented.
- 2011 Budget Huppert presented the proposed 2011 Information Services budget. Discussion was held on the need for upgrading the Office licenses in the county. The first proposed budget included upgrading half of the county Office licenses in 2011 which came to \$24,000. In order to stay within the -3.4% budget decrease guideline, the amount to go toward Office licenses was cut from \$24,000 to \$15,500. Motion by Rommel and seconded by Simones to forward the Information Services 2011 proposed -3.4% decrease budget in the amount of \$543,951. Motion carried.

Motion by Rommel and seconded by Simones to approve the Program Worksheet, 5

year Capital Improvement Plan, 3 year Budget and Staffing Summary, and Staffing Plan as presented. Motion carried.

Director's Report

- The county shared calendars have all been moved to Google Apps. Training was held by IS to cover Google e-mail and the calendaring piece. 50 county employees attended the sessions.
- We have had a little lightning damage this year that has affected the integration between the County PBX and the voicemail server.
- We put a new server on-line that was budgeted for this year. This server houses all individual server space and networked printers. Visits are being made to all computer users to get things reset up as well as to load some software updates that everyone needs.
- We will be sticking with XP as the operating system for the rest of the computers that will be upgraded and set up this year.

Future Agenda
Items

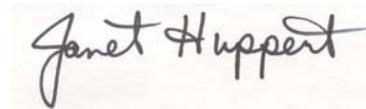
Huppert was asked to put the subject of IS using interns on the next meeting agenda.

Future Meeting
Dates

The next Information Services Committee meeting is scheduled for Tuesday, November 2 at 8:00 a.m. in the Lower Level Conference Room in the Pierce County Office Building.

Adjournment

Simones moved, Rommel seconded the meeting be adjourned at 9:40 a.m. Motion carried.

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

Janet Huppert, Recorder

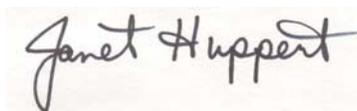
PIERCE COUNTY INFORMATION SERVICES COMMITTEE
MINUTES

NOVEMBER 2, 2010

PIERCE COUNTY OFFICE BUILDING – LOWER LEVEL CONFERENCE ROOM

- Call to Order Chair Jim Ross called the meeting to order at 8:00 a.m.
- Roll Call Members present were Jim Ross, Rod Rommel, John Rongitsch, René Bylander, 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 Rommel to adopt the agenda. Motion carried.
- Public Comment Chair Ross called for public comment. There was none.
- Previous Meeting Minutes Minutes of the August 23, 2010 Information Services Committee meeting were sent to the committee prior to the meeting. Motion by Rommel and seconded by Rongitsch to approve the minutes as presented. Motion carried.
- Departmental Budget Review A review of the Information Services 2010 budget was done. Overall the annual expenses are where they should be. The report was accepted as presented.
- Additional Videoconferencing Discussion was held on the possible uses of videoconferencing in the county and how it could save the county money especially on prisoner transports. Huppert presented a couple of different options that were looked at. Although bandwidth may become an issue it was decided it made sense to get the equipment here and then monitor how the current bandwidth is working with the additional use. Motion by Simones and seconded by Bylander to proceed with the additional videoconferencing equipment by purchasing the Polycom equipment off of the Wisconsin State contract and getting the extra miscellaneous items and installation done by WNAV for a proposed total of \$9,909. Huppert will work on the funding. It may be split between the Sheriff's department, the Courts and IS. Motion carried.
- County Phone System Huppert reviewed the current state of the county phone systems. Due to the cost there is currently no maintenance contract on them but we do have access to vendors that will fix them on a time and materials basis. Both phone systems and the voice mail system are all reaching their end of life in the next year or so which means we won't be able to get new parts. Discussion was held on different types of phone systems and other alternatives for things like wiring and lines. The committee agreed that we should stay the course with the phone systems and get them in to the long term budget to be replaced in the next 3 – 5 years.
- Verizon Coverage Huppert and Ross wrote a letter to the Chairman of the Board at Verizon asking for assistance with our coverage issues. After working with Verizon at the corporate level we have been told that where things currently are is as good as it is going to get for the foreseeable future. They have made a number of tower and network changes in the past month and we are currently doing some testing. Huppert will write a follow up letter thanking them for their time and efforts to improve things but also expressing that we need better service.

Sheriff's Dept. Software	Huppert gave a brief summary of where the current proposal for new software for the Sheriff's Department stands. The proposal will be going back to the Law Enforcement Committee before it goes to Finance & Personnel.
GIPAW Meeting Attendance	Huppert explained the GIPAW organization that Pierce County is a member of and the schedule of meetings for the next year. Motion by Simones and seconded by Rongitsch to approve Huppert's attendance at the December 3 GIPAW Board of Directors meeting in Wausau. Motion carried.
Interns in IS	Huppert contacted UW-RF and the Southeast Technical College in Red Wing to find out their requirements for student interns at the request of the IS Committee. Huppert presented how each of them runs their internship program. It was decided that if an appropriate project for an intern came along extra help from an intern could be revisited with the expectation that they would probably have to be paid versus it being a volunteer position for experience.
Director's Report	<ul style="list-style-type: none"> • Webinars are being held the week of November 1 by DataNow Harris which is the county financial software vendor. A number of county employees will be participating in the sessions that apply to them. • Microsoft is mandating that re-sellers have to load Windows 7 on all PCs and laptops going forward. We are working with vendors with known Windows 7 issues to get their programs to work with our new computers and Windows 7. • New contracts have been signed for Microsoft and the county phone lines. Some things are still being straightened out due to the new phone line contract. • TLS has been set up with the state for our departments that deal with Madison and need encryption.
Future Agenda Items	Chair Ross asked for future agenda items. There were no future agenda items requested.
Future Meeting Dates	The next Information Services Committee meeting is scheduled for Tuesday, February 8 at 8:00 a.m. in the Lower Level Conference Room in the Pierce County Office Building.
Adjournment	Rommel moved, Simones seconded the meeting be adjourned at 9:10 a.m. Motion carried.



Janet Huppert, Recorder