

Juneau County Information Technology Committee Meeting Minutes

August 28, 2023

- 1) Meeting for the Juneau County Information Technology Committee was called to order by Chairperson Howard Fischer at 9:00am in the County Board Room in the Juneau County Courthouse.
- 2) Members present: Howard Fischer, John McGinley, Herb Dannenberg. Members absent: Chris Zindorf. Other members present: M. Hunkins, J. Schultz, H. Tovsen, M. Morgensen.
- 3) Approval of Agenda.
 - a. All in favor, motion carried.
- 4) Approval of August 7, 2023, meeting minutes
 - a. Motion by Dannenberg, second by McGinley. All in favor, motion carried.
- 5) Approve County Board Supervisor iPad agreement.
 - a. Discussion: M. Hunkins, H. Dannenberg, J. McGinley, H. Fischer
 - b. Hunkins to present the iPad agreement to D. Lasker for approval and take to the next County Board meeting to be signed by each district supervisor.
 - c. Motion by McGinley, second by Dannenberg. All in favor, motion carried.
- 6) Discuss the Juneau County Camera Security Policy and possible adoption.
 - a. Discussion: M. Hunkins, H. Fischer
 - b. Motion by Fischer to table this to the next IT Committee meeting. IT needs to meet with the department heads from the services building and HR to complete this policy to bring forward to the IT Committee for approval. All members are in favor. Motion Carried.
- 7) Health – Approval to upgrade computer for Tara.
 - a. Discussion: H. Fischer, J. Schultz, M. Hunkins, H. Dannenberg
 - b. J. Schultz would like to request this line item be taken off the agenda for the time being due to now there are more than one computer needing to be upgraded in the Health Department to better fit the needs of the Health department. Jean plans on bringing proposals back to committee by the October meeting.
 - c. Tabled by Fischer. All members present are in favor. Motion Carried.
- 8) Health – Approval to purchase a new cell phone and/or computer for 2nd breastfeeding peer counselor position.
 - a. Discussion: J. Schultz, H. Dannenberg, J. McGinley, M. Hunkins
 - b. Schultz requested this line item to be taken off the agenda this month as well. She is assessing the needs in her department and would like to bring back to the committee a better plan for IT equipment in the Health department.
 - c. Tabled by Fischer. All members present are in favor. Motion Carried.
- 9) Discuss possible move to Microsoft Office 365
 - a. Discussion M. Hunkins, H. Dannenberg, H. Fischer, J. Schultz
 - b. All the health department staff is now working on the cloud and each employee is set up with Office 365. They are not working with SharePoint yet. The health department staff is still completing the required training for Office 365. IT will also attend trainings for Office 365, committee also requested that Tovsen take the required training as well.
- 10) Discuss Justice Center rooms 1196 and 1140 sprinkler options.

- a. Discussion: H. Fischer, H. Dannenberg, J. McGinley, M. Hunkins,
 - b. No solution for this yet, there are other issues in the communication dept that also need to be handled as well. A 3rd party vendor system needs to be created between dispatch, E.M., and IT and the committee would like to see an IT work order process created and brought to the next committee meeting.
- 11) Mass notification software
- a. Discussion: M. Hunkins, H. Fischer, H. Dannenberg, J. McGinley
 - b. This was brought to the IT committee from the safety and security committee. They would like to see this internal awareness and communication system implemented within the county.
 - c. Motion by McGinley, second by Dannenberg. All in favor. Motion Carried.
- 12) Website Update
- a. Discussion: M. Hunkins, H. Fischer, H. Dannenberg, J. McGinley, M. Morgensen
- 13) Open Meeting discussion (Mitel Revolution)
- a. No discussion on Open Meeting and the Mitel revolution was put on the agenda twice so no need to discuss again.
- 14) Committee did not enter closed session, as there was no need to discuss cybersecurity at this meeting.
- 15) Next meeting will be the Information Technology Budget meeting on Thursday, September 21st at 9:00am in the County Board Room in the Juneau County Courthouse.
- 16) Next regular Information Technology Committee meeting will be held on Thursday, September 28th at 9:00am in the County Board Room in the Juneau County Courthouse.
- 17) Meeting adjourned at 11:07am.