

Juneau County Information Technology Committee Meeting Minutes

October 24, 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, Chris Zindorf, Herb Dannenberg. Other members present: M. Hunkins, C. Beier, A. Kast, Z. Board, J. Bonikowske, H. Tovsen, M. Morgensen.
- 3) Approval of Agenda.
 - a. Motion by Zindorf, second by McGinley to approve. All in favor, motion carried.
- 4) Approval of September 28, 2023, meeting minutes.
 - a. Motion by Zindorf, second by McGinley to approve. All in favor, motion carried.
- 5) Approval of cell phone for Jail Nurse
 - a. Discussion: C. Beier, M. Hunkins, H. Fischer
 - b. The cell phone would be grant funded. The jail nurse is currently having to use her personal cell phone to meet the needs of the jail when she is not on duty. Nurse is also required to communicate with the Jail P.A and the pharmacy when not in the office.
 - c. Motion by McGinley, second by Zindorf to approve. All in favor, Motion Carried.
- 6) Approve O365 for Jail nurse.
 - a. Discussion: C. Beier, M. Hunkins, H. Dannenberg
 - b. Colleen is requesting a G1 license for the jail nurse as another way to communicate with the Jail P.A. since that is the system that is currently in use by P.A.
 - c. Motion by Zindorf, second by McGinley to approve. All in favor, Motion Carried.
- 7) Approve access points for jail.
 - a. Discussion: C. Beier, H. Fischer, M. Hunkins
 - b. Jail needs access points to be able to communicate with the department's cell phones. Staff currently need to exit the building to send and receive messages and calls. The IT department will be installing the access points.
 - c. Motion by McGinley, second by Zindorf to approve. All in favor, Motion Carried.
- 8) Discuss eliminating Marco Desk phones for cell phones.
 - a. Discussion: H. Fischer, M. Hunkins, M. Morgensen, C. Zindorf
 - b. This would be for 5 desk phones in the Health Department. Currently their desk phones are forwarded to cell phones and are not using the desk phones. A concern is the emergency access, is if 911 is called the cell phones cannot give an exact location like the desk phones. Fischer would like to see a study and cost analysis done.
 - c. Motion by Zindorf, Second by McGinley to table indefinitely. All in favor, motion Carried.
- 9) Approve Emergency Management O365 G3 License.
 - a. Discussion: J. Bonikowske, H. Fischer, C. Zindorf, H. Dannenberg, M. Hunkins, J. McGinley
 - b. Jeremy would like to request a G3 license to better communicate with the State. After further discussion Jeremy and the committee agree that a G1 license would better fit the needs of his department.
 - c. Motion by Zindorf, second by McGinley to substitute approving a G1 license instead of a G3 License. All in favor, Motion Carried.
- 10) Laptop and CD Burner for Clerk of Courts.
 - a. Discussion: A. Kast, H. Fischer, M. Hunkins, H. Dannenberg, Z. Board, M. Morgensen, C. Beier.
 - b. Right now, there isn't a backup of files that are being kept when evidence needs to be sent to the state. A CD burner for the department would allow for a back-up to be kept in each file that is needed. The laptop for the department would also allow the department to be on the County Network and allow communication with the bailiffs. The Committee would like to take a closer look and get a process formed for these situations. A cost analysis was also requested.

- c. Motion by Zindorf, second by McGinley to table to the next meeting. All in favor, motion carried.
- 11) Cell phone for Clerk of Court.
 - a. Discussion: A. Kast, M. Hunkins, H. Fischer, J. McGinley, H. Dannenberg.
 - b. Clerk of Court is communicating with vendors, employees, and bailiffs through personal cell phone during work hours and after work hours.
 - c. Motion by McGinley, second by Zindorf to approve. All in favor, motion carried.
 - 12) Emergency Management requests a used laptop.
 - a. Discussion: J. Bonikowske, M. Hunkins
 - b. Jeremy is requesting a laptop to use for his radio systems applications.
 - c. Motion by Zindorf, second by McGinley to approve. All in favor, motion carried.
 - 13) Sound System update in the Court rooms
 - a. Discussion: A. Kast, M. Hunkins, H. Fischer
 - b. There has been some adjustments in Branch 3 but the sound is still not working properly, plan is to bring a vendor in with DAR to take a further look. Branch 2 – Judge said was working properly except for the phone system and the speaker still needs to be fixed.
 - 14) Discuss Juneau County Vendor Work order form.
 - a. Discussion: M. Hunkins, H. Fischer
 - b. There hasn't been another County that has a vendor work order system they are using. Mike will keep doing research on this, H. Fischer would like a process in place for Juneau County.
 - c. Motion by Zindorf, second by McGinley to table to the next meeting. All in favor, motion carried.
 - 15) Website update:
 - a. Discussion: M. Morgensen, C. Zindorf, H. Dannenberg
 - b. M. Morgensen stated there has been one staff training on creating forms so far and there are two more staff trainings scheduled in November.
 - 16) iPad O365 Setup.
 - a. M. Morgensen stated that there are only 5 or 6 County Board members that are not set up yet. Will get the names to the County Clerk's office to help move this process along.
 - 17) Copier/ Printer Lease
 - a. M. Hunkins has a meeting with current vendor on October 25. We will talk more about this process at the January committee meeting.
 - 18) Discuss and possible approval of action for non-signed internet & computer policy/iPad agreement.
 - a. There are two County Board members that haven't signed the agreement. Fischer states that we cannot have those members keep their iPads with the County and only let them use them for County Board meetings.
 - 19) Discuss County Board Room Video conferencing.
 - a. Discussion: M. Hunkins, M. Morgensen, H. Fischer
 - b. M. Hunkins stated they have a plan in place to make sure the County Board meetings start on time from now on. The system did an update at the start of the last meeting and that was the cause of the late start.
 - 20) Discuss Justice Center rooms 1196 and 1140 sprinkler options.
 - a. Discussion: M. Hunkins, H. Fischer
 - b. Motion by McGinley, second by Zindorf to table to the February meeting. All in favor, motion carried.
 - 21) Discuss the Juneau County Camera Security policy and possible adoption.
 - a. Discussion: M. Hunkins stated there will be a meeting with Insurance Representative, H.R., ADRC, DHS, Health, Corporation Counsel, & H. Fischer.
 - 22) The next IT Committee meeting will be on November 27, 2023, at 9:00am in the County Board Room.
 - 23) H. Fischer asked the members of the public if there were any questions for the committee, questions were answered by the committee and then the members of the public were thanked for attending the meeting.

- 24) Motion by Zindorf, second by McGinley to go into closed session, "pursuant to Wis. Stats. s. 9.85(1)(e), for the purpose of conducting public business requiring a closed session concerning the cybersecurity of the county and looking at the wiring issues in the Dispatch Center." Roll Call: Zindorf – Yes, McGinley – Yes, Fischer – Yes.
- 25) Motion by McGinley, Second by Zindorf to return to open session: Roll Call: Zindorf – Yes, McGinley – Yes, Fischer – Yes.
- 26) Any business regarding the dispatch center will be discussed at the next committee meeting.
- 27) The meeting was adjourned at 11:10am