

Juneau County Information Technology Committee Meeting Minutes

September 28, 2023

- 1) Meeting for the Juneau County Information Technology Committee was called to order by Chairperson Howard Fischer at 9:02am 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, M. Onsager, H. Tovsen, L. Chipman, M. Morgensen.
- 3) Approval of Agenda.
 - a. Moved up item number 14 to be before item number 5.
 - b. Motion by Zindorf, second by McGinley to approve. All in favor, motion carried.
- 4) Approval of August 28, 2023, and September 21, 2023, meeting minutes.
 - a. Motion by Zindorf, second by McGinley to approve. All in favor, motion carried.
- 5) Discuss Juneau County Vendor work order form/proposed policy for 3rd party vendors.
 - a. Discussion: M. Hunkins, H. Dannenberg, J. McGinley, H. Fischer, D. Lasker, C. Zindorf
 - b. Committee would like to get examples of what other counties are doing with a 3rd party vendor policy, a non-disclosure form, and a work order form. D. Lasker suggested that subsection D is vague and needs to be addressed. Also, should re-word 5.2 Escalation Procedures. Committee would like to see this revised and brought back to the committee for approval.
 - c. All members are in favor of revision process and bringing back to committee for approval.
- 6) Review/Approve Capital Outlay Budget
 - a. Discussion: M. Hunkins, L. Chipman, H. Fischer, H. Dannenberg, J. McGinley, M. Onsager
 - b. Removal of 209 full upgrade and Audio repair in Clerk of Courts. The committee will also move the \$60,000 Update Branch Two to the Operating Budget for repairs and upgrades of IT equipment.
 - c. Motion by McGinley, second by Zindorf to approve. All in favor, Motion Carried.
- 7) Review/Approve Grant Outlay Budget
 - a. Motion by McGinley, second by Zindorf to approve. All in favor, Motion Carried.
- 8) Review/Approve 5-year plan.
 - a. Discussion: H. Fischer, H. Dannenberg, J. McGinley, M. Hunkins
 - b. Motion by McGinley, second by Zindorf to amend the 5-year plan to remove the PEN Test in '28 due to only needing it every other year. All in favor, Motion Carried.
 - c. Motion by McGinley, Second by Zindorf to approve with amendment. All in favor, Motion Carried.
- 9) Health Department: Purchase three monitors and monitor arms for Business Services Assistant.
 - a. Discussion: H. Fischer, C. Zindorf, H. Dannenberg, M. Hunkins, J. McGinley
 - b. The committee would like more information on this matter.
 - c. Motion by Fischer, second by McGinley to table this line item to the next meeting. All in favor, Motion Carried.
- 10) 5 Copies of Adobe Pro for DHS
 - a. Discussion: M. Onsager, H. Fischer, M. Hunkins, C. Zindorf.
 - b. Motion by McGinley, second by Zindorf to approve. All in favor, motion carried.
- 11) Sound system update Court Rooms
 - a. Discussion: M. Hunkins, H. Fischer, J. McGinley
 - b. IT has purchased a Polycom for the Courtroom. Will get it installed when the item is delivered.
- 12) Website Update/iPad O365 setup
 - a. Discussion: M. Morgensen, J. McGinley
 - b. Michael states we are in the process of getting staff training set up to train staff on how to do the fillable forms for the website.
 - c. Michael would like to start the process of iPad set on the County Board members iPads.
- 13) Copier/Printer Lease

- a. Discussion: H. Tovsen, M. Hunkins, H. Dannenberg, H. Fischer
 - b. The copier lease will be coming up for bids during the 2024 year and the current lease will be up in December of 2024. Would like this process to be discussed more in detail at the January Committee meeting.
- 14) Discuss the Juneau County Camera Security policy and possible adoption.
- a. Discussion: M. Hunkins
 - b. Motion by Fischer, second by McGinley to table to the next meeting. All in favor, Motion Carried.
- 15) The committee did not enter closed session, as there was no need to discuss cybersecurity at this meeting.
- 16) Next Information Technology Committee meeting will be held on Tuesday, October 24th at 9:00am in the County Board Room in the Juneau County Courthouse.
- 17) The committee walked over to look at the wiring and technology issues in all the Courtrooms over in the Justice Center.
- 18) Zindorf exited the meeting at 11:40.
- 19) The meeting was adjourned at 12:15pm.