

DATA PROCESSING COMMITTEE MINUTES
THURSDAY, MARCH 13, 2008

Minutes of the Thursday, March 13, 2008 Data Process Committee meeting.

Meeting called to order at 1:30PM by Chair Kalata

MEMBERS PRESENT: Chair Kalata, Supvs. Erdman and B. Crawford

OTHERS PRESENT: Mike Abitz, Jeff Watkins, Barb Barker, Ron Thurley and Ruth Zouski

APPROVAL OF AGENDA: Motion by Supv. Erdman seconded by Supv. Crawford to approve the agenda as presented. Motion carries.

APPROVAL OF MINUTES: Motion by Supv. Crawford seconded by Supv. Erdman to approve the minutes as presented with one minor correction as described by Chair Kalata. Motion carries. Correction: Typographical error in line 7 under Reports, word should be while not whiling.

REPORTS: Mike Abitz reported that the video conferencing equipment is currently being installed in the jury courtroom, the updated equipment will be installed in the small courtroom in April. The new backup system has been installed and now backs up the entire system to disc every night. The family care program will be housed in the South Annex, Mike is working with Care WI and Glenn Johnson to prepare for additional people and hardware. Training on groupwise is currently being done with the assistance of an individual from Experience Works who has developed a training manual and is providing the training. He will be providing training on Word and Excel in the future. Mike is working with Randy Gramse to install an air conditioning unit in the computer room. The printer transition project is about 90% complete. Mike continues to work on the router between the Waushara County and Marquette County radio systems. Some of the equipment for the update to the interview room has arrived. Old equipment will be installed in CAP visitation room. Mike has ordered the server for the phone in system for the time and attendance program. Supv. Crawford asked Mike about the fire suppression system in the computer room. The committee agreed that Mike should look at updating the room with an automated system. Mike will get more information.

Jeff Watkins reported that he has been working at Dispatch to combine two pieces of equipment into one so that employees could run all programs from the same system instead of switching between two systems. All other new equipment has been installed and the computers will be erased to ready for the auction.

OLD BUSINESS: None

NEW BUSINESS:

PC HARDWARE REQUEST – EMS, SHERIFF, UW EXTENSION

Motion by Supv. Erdman to approve UW Extension requests, seconded by Supv. Crawford. Motion carries.

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Motion by Supv. Crawford to approve EMS request, seconded by Supv. Erdman.
Motion carries.

Motion by Supv. Erdman to approve Sheriff request, seconded by Supv. Crawford.
Motion carries.

INTERNET ACCESS REQUEST – HUMAN SERVICES

Motion by Supv. Crawford seconded by Supv. Erdman to approve. Motion carries.

DISCUSSION AND APPROVAL OF PROCEDURE UPDATE

Changes to Employee Network, Internet and E-Mail Procedures discussed. Mike noted that the changes focused on changes to our backup system, downloading programs to computers without permission and passwords. Chair Kalata questioned whether or not we would be requesting all employees to sign a new acknowledgment. Ruth advised that all policies are now going to be online and not paper, so she would need to discuss with Deb Behringer how to ensure that employees are acknowledging receipt of policy changes. Mike and Jeff mentioned that there is a disclaimer on the computer system that may cover this. The disclaimer will be reviewed. Motion by Supv. Erdman seconded by Supv. Crawford to approve proposed policy changes. Motion carries.

DISCUSSION AND POSSIBLE MOTION ON REPLACEMENT OF MASTER FIREWALL

Mike advised that the master firewall is currently beyond its supported life and that although it is still working, it is no longer supported. The quote for replacing this system is \$2788. Mike believes that the system has been depreciated and there should be funds in the depreciated account to cover the replacement. Supv. Crawford asked the life expectancy of the replacement system. Mike advised that it should last about the same length of time the current system has lasted. Motion by Supv. Erdman seconded by Supv. Crawford to approve the replacement of the master firewall with depreciation funds. If there are no depreciation funds, Mike is to bring the matter back to the committee to discuss funding. Motion carries.

VOUCHERS

Motion by Supv. Erdman seconded by Supv. Crawford to approve the vouchers as presented. Motion carries.

Barb Struzynski: 2 times per year staff receive a different pay, can this be included in the system?

There being no further business, the meeting was adjourned.

Respectfully submitted:

Ruth Zouski
Corporation Counsel