Iron County IT Committee
June 24, 2008

1.   Meeting called to order by Chairman Bob Traczyk. Present: Traczyk, Bergman, Martinko, Nehring, Rye, and Prenderville. Others present: Adrian Anderson.

2.   The committee acknowledged the meeting had been properly posted.

3.   Approval of minutes: N/A

4.   Discuss Mission Statement: The committee agreed upon the following mission statement: The Iron County Information Technology Committee's mission is to develop policies relating to advancing technology and encourage training in these technological advances. This statement will be forwarded to the Finance Committee for approval.

5.   Review policy questions: Items discussed included:

Lack of internet connectivity for visitors, State employees, and presenters in the Courthouse. Committee members agreed the first recommendation they will make to the Finance Committee is to make wireless internet access available in the Board Room.

Verifying the county's domain name is registered to Iron County.

Backing up servers- Adrian Anderson reported Human Services' server and the Clerk's server are backed up daily and the tapes are stored in the vault. Bob Traczyk backs up daily and tapes are stored off-site. The Health Department backs up daily and stores the tapes on-site.

Making information available online in real time: The Register of Deeds already has records online for the public to access for a fee. Further progress on adding records from the Treasurer's Office is on hold until tax collection season is over. Traczyk anticipates beginning work in mid-August and completing the project by the end of 2008. Committee members agreed all departments would benefit by having the capability of putting their forms online for the public to download, which will save the County postage and employees' time.

Possibility of changing Iron County's Domain Name from ".org" to ".gov". Rather than actually changing the name, a program could be used to redirect users from the ".org" domain to the ".gov" domain.

Developing a 3 or 5 year plan to indicate what the Committee would like to accomplish in that time period.

Developing a policy regarding staff taking laptops off the premises.

Traczyk will ask DeRosso to check with the Wisconsin Counties Association to see if they already have technology policies in place that the committee could adapt to Iron County's needs. Traczyk will also check with surrounding counties regarding technology policies.

Possibility of a "3rd Party Consultant" coming in to analyze Iron County's computer system and make recommendations for improvements.

Possibility of sending employee(s) to training to minimize calls to computer technicians.

6. Design Inventory Questionnaire: Traczyk will ask DeRosso to write a letter to department heads requesting cooperation with the IT Committee in developing an inventory. Traczyk will also draft a memo to all employees with instructions on downloading a program from Belarc.com, which will print off the computers specifications and software. Traczyk will compile the information received and provide an inventory list at the next meeting.

7. Obtain file server information: Eric Ritter and Adrian Anderson will be asked to provide a listing of the computers and servers they service in Iron County.

8. Public Comment: None

9. The next meeting will be held on July 24, 2008 at 6:00 PM. Items on the Agenda will include Policies, Inventory Listing, and reviewing information from Eric Ritter and Adrian Anderson regarding the servers.

10. Motion to adjourn at 7:15 made by Nehring, seconded by Bergman. All in favor.