

Iron County IT Committee
July 24, 2008

1. Meeting called to order by Chairman Traczyk at 6:00 PM. Members present: Traczyk, Dan Rye, Neil Martinko, Jeff Nehring, Tom Berg, and Lori Prenderville.
2. The committee recognized the meeting was properly posted and advertised.
3. Motion by Bergman, seconded by Martinko to approve the minutes of the previous meeting. All in favor.
4. Motion by Martinko, seconded by Traczyk to nominate Bergman as vice-president. All in favor.
5. Motion by Nehring, seconded by Rye to nominate Prenderville as secretary. All in favor.
6. The committee reviewed the 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". Motion by Berg, seconded by Martinko for Traczyk to forward this statement to the Finance Committee. All in favor.
7. The Iron County domain name was transferred to the Iron County Courthouse on July 8th. Traczyk explained Network Solutions is paid through December 14th. The committee agreed it would be best to start with a clean slate and use Go Daddy as a host. Martinko said for the ".gov" extension the county would have to pay \$125 annually. Motion by Nehring, seconded by Bergman to make a recommendation to the finance committee to purchase the ".gov" extension and redirect users from the ".org" domain name. All in favor. Martinko will get further information on this. Traczyk recommended having Network Solutions transfer the data to Go Daddy, rather than have all information re-entered to avoid down-time.
8. Review Computer Inventory: Traczyk distributed a detailed spreadsheet he compiled from the inventory sheets turned in by employees. He does not have Highway or the Sheriff's Department at this point. The committee discussed site license. Because of the different needs of each department, the committee agreed it would be difficult to recommend minimum specifications that should be met when purchasing hardware and software. However, the committee agreed it is very important for county hardware and software not to become so obsolete that the data is not compatible with more up-to-date equipment. Motion by Nehring, seconded by Prenderville for Traczyk to develop a policy to forward to the Finance Committee, which recommends that software on county computers be within 2 generations of the latest release. All in favor.

The committee discussed server passwords. The committee agreed it is imperative that someone other than the computer technicians have access to these passwords. Because of the sensitive nature of the data stored on the servers, the committee agreed only department heads should have access to these passwords, as they are ultimately responsible for the information. Motion by Rye, seconded by Prenderville for Traczyk to draft a policy recommending department heads each have their own user name and password for their server. All in favor.

9. Traczyk had a variety of bulletins available from CDW-G.
10. Review and approve Iron County Computer Agreement Policy. The committee agreed the policy developed for the Health Department could be easily adapted for the County. Traczyk will make the necessary changes.
11. Motion by Nehring, seconded by Rye to recommend to the finance committee the County install a wireless network for visitors and presenters at the Courthouse. All in favor. The committee agreed a firewall will need to be installed between the router and the county server. Traczyk will draft a resolution and forward it to the Finance Committee.
12. The Committee discussed creating short videos showing “how to” tips which employees could access from the County’s web page.
13. Public Comment: None
14. The next meeting will be held on August 26th at 6:00 PM.
15. Motion to adjourn at 7:10 made by Nehring, seconded by Bergman. All in favor.