

**IT Committee Meeting
February 22, 2010**

Draft

1. Meeting called to order at 6:00 by Chairman Traczyk. Present: Traczyk, Martinko, Bergman, and Prenderville. Also present: Eric Ritter & Mark Beaupre.
2. Traczyk acknowledged the meeting had been properly posted and advertised.
3. Motion by Martinko, seconded by Bergman to approve the minutes of the previous meeting. All in favor.
4. Public Comments: Beaupre said he had the Computer Clinic work on his printer, which has caused problems between his office and the IT Committee and possibly the Finance Committee. He explained he called the Computer Clinic to work on his printer because he was under a time limit and in the past when he had problems with a computer, the Computer Doctors did not return his call. The committee agreed a protocol needs to be developed for emergency situations. Computer Doctors should be called first. If no response is received from the Computer Doctors, contact Traczyk or Bergman, who will contact Computer Doctors by cell phone. The committee also agreed we should move on from this incident and not place "blame" on anyone.

Ritter apologized for any call that may have not been returned and said he is taking that very seriously and has taken steps so this will not happen again. Ritter explained the Computer Doctors method of prioritizing and had he known about the printer not working could have had one of three people at the Treasurer's Office to fix it on that date.

5. Motion by Martinko, seconded by Bergman to move into closed session. All in favor.
6. Motion by Bergman, seconded by Martinko to move into open session and take any necessary action. All in favor.

Motion by Bergman, seconded by Martinko to direct Computer Doctors to install a second dedicated line for wireless internet connection for the public to utilize. All in favor.

Motion by Martinko, seconded by Bergman to get quotes from the Computer Doctors for Back-up Disaster Recovery Boxes, which will be forwarded to Finance. All in favor.

7. Discussion on developing a 2-5 year plan: The Committee agreed to further discuss, prioritize, and make the following recommendations to the Finance Committee: Develop an official protocol for IT emergencies; Request no further action be taken regarding a department calling a provider we do not have a

contract with; updating computers with 2 gigs of memory to 4 gigs; Implement video recording in all areas of the jail; Increase the bandwidth speed; Renew Symantic antivirus software; Update one server from 2 to 4 gigs of memory; Purchase a Back-up Disaster Recovery Box. Ritter will compile a list prioritizing the most serious issues for review at the next IT meeting.

8. The next meeting is tentatively scheduled on March 22, 2010 at 6:00 PM.
9. Motion to adjourn made by Bergman, seconded by Martinko. All in favor.