

Unofficial Minutes until Approved
Minutes of Meeting
Clark County IT Steering Committee
January 23, 2018
Clark County Courthouse –Room 307

The meeting was called to order at 1:00 pm. by Supervisor Hochhalter.

Committee Members Present: Christina Jensen, Cindy Currier, Marcia Hochhalter, Pam Kernan, Derek Weyer, Jane Schmitz and Terri Domaszek (arrived at 2:00).

Others present for all or part of the meeting: Joe DuPont

Absent: Diane Feiten, Highway and Sheriff's Department representatives.

Motion by Kernan, seconded by Weyer to approve the November 14, 2017 minutes. Voice vote, motion carried.

The updated General Technology Policy was distributed. The committee will review further at the next meeting.

The Social Media Policy was distributed. Hochhalter recommended adding a mission statement.

The Information Technology Services Department Work Rules were distributed for review. The committee determined these rules were not necessary since most of the information is covered in the Personnel Policy. Cindy can use the information as a reference and hand out at orientation for new IT employees.

The IT Services User Access Authorization Form was distributed for review. This 2-page form replaces the previous 5-page form located at the back of the General IT Policy. This new form is working well so they will continue using it.

The Confidentiality Agreement Form was distributed for review. Cindy will see how this form compares to Social Services Policy.

Cindy requested to be appointed as a member of the IT Steering Committee. There was discussion on appointing the Personnel Director as well. Motion by Kernan, seconded by Schmitz to make a recommendation to the Executive Committee to appoint the IT Director and the Personnel Director to the IT Steering Committee. Voice vote, motion carried.

Cindy presented the IT monthly report regarding budget status, Helpdesk Dashboard and Helpdesk survey.

The committee reviewed the 2018 IT project list.

Cindy gave an update on the CCRLC telephone switch, CCRLC computer training lab and Social Services wireless access.

The next committee meeting is scheduled for Tuesday, February 27, 2018 at 1:00 pm.

Motion by Schmitz seconded by Hochhalter to adjourn at 2:32 pm. Voice vote, motion carried.

Chris Jensen
County Clerk