

Unofficial Minutes until Approved
Minutes of Meeting
Clark County IT Steering Committee
February 27, 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, Diane Feiten, Jane Schmitz, Joe DuPont and Terri Domaszek.

Absent: Highway, Land Information, Social Services and Sheriff's Department representatives.

Motion by Jane Schmitz, seconded by Marcia Hochhalter to approve the January 23, 2018 minutes. Voice vote, motion carried.

The committee reviewed the remainder of the General Technology Policy and the appendix attachments. Motion by Chris Jensen seconded by Jane Schmitz to approve the General Technology Policy and Appendixes A thru E, and forward to Executive Committee for approval. Voice vote, motion carried.

The committee reviewed the Social Media Policy. Motion by Diane Feiten seconded by Chris Jensen to approve the Social Media Policy and forward to the Executive Committee for approval. Voice vote, motion carried.

The Contingency Plan Policy and Procedures was reviewed. Motion by Joe Dupont seconded by Diane Feiten to approve the policy and forward to Executive Committee for approval. Voice vote, motion carried.

Motion by Terri Domaszek seconded by Joe Dupont to approve the Certificate of Disposal Form and the Vendor Emergency Contact List. Voice vote, motion carried.

Cindy informed the committee of the need for an air conditioner in the IT room where the staff work. The Public Property Committee and Finance Committee have both approved it. Motion by Terri Domaszek seconded by Diane Feiten to approve installation of air conditioner in the IT staff room. 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 IT staffing.

The next committee meeting is scheduled for Tuesday, June 19, 2018 at 1:00 pm.

Motion by Terri Domaszek seconded by Chris Jensen to adjourn at 2:20 pm. Voice vote, motion carried.

Chris Jensen
County Clerk