Information Systems Meeting Minutes 5-24-22

Item 1: Supervisor Gustafson called the meeting to order.
*Supervisor Poeschl has an excused absence.

Item 2: The meeting agenda was approved unanimously by voice vote.

Item 3: No public comments were made.

Item 4: The previous meeting on January 5, 2022 was not recorded. The meeting minutes could not be approved.
*Director Francour reached out to past members multiple times - and did not receive a response.

Item 5:
Supervisor Dowling addressed the resolution. A friendly amendment made by supervisor Dowling - add the word "Online" before the phrase "educational events".

Supervisor Dowling read and motioned for approval of Resolution 59-052022. A second was made by Supervisor Norton.

•A timeline was discussed by all.

Director Francour spoke on the following:
• Zoom meetings could be recorded - as is already being done now. Sub-channels could be made on YouTube.
To host a zoom meeting, a Zoom license would be needed, microphone, camera, speaker, and possibly a display.
• Multiple OWL devices are already owned (OWL devices are used for the recording of meetings).
•Instant live on Youtube could happen now.
•Shared folder could be automated to YouTube.
•The meetings are public records - and do not feel they should be stored in one location. The recording would also be kept on a physical hard drive.
•Comparable counties have a liaison with each committee - and eventually trained for YouTube.

Supervisor Nichols: Voiced concern over accessibility for the public who does not have unlimited data access or devices for online meetings. Time needed, funding required, realistic timeline.

Director Francour: Meetings can be hybrid with live-streamed and in-person. Timeline would be dependent on money. Links to the recorded meetings are not a problem. Public participation - when does that happen? YouTube Storage - can we rely on that? Can we keep the files for our county record?

Supervisor Norton: Last week, County Health used zoom for a hybrid meeting - and the quality was very good. Could work easily with the OWL system.

Supervisor Nichols: What equipment needs to be purchased for this to happen?

Director Francour: The county has 6 OWLs available to use. We'd need to keep a constant OWL available for use. We could also look at purchasing more OWL systems to be checked out.

Supervisor Nichols motioned to postpone the resolution. A second did not happen.

Director Francour: The rule is already in effect; This is already happening - we do not need to purchase anything to make this happen.

Supervisor Nichols: Removed motion.

County Executive Doemel: This is already a rule in place - getting the backside component in place. The wording is correct - without imposing undue stress. This resolution passing would not incur any large spending amounts.

Director Francour: Suggested a friendly amendment to the resolution by adding the phrase "held in a hybrid mode."

Supervisor Dowling made an additional friendly amendment to add the word "hybrid mode." Dowling motioned to approve Resolution 59-052022. The resolution was read as:
"All meetings **in buildings, and online educational events,** shall be **held in a hybrid mode:** with live stream or digitally broadcast and recorded. **The live stream platform must include an option for the public to make a video appearance with speaking capabilities - during the appropriate time for public comment.** Recordings will be made available until the end of the current term."

Resolution 5-052022 Passed: 4 to 1.
Supervisor Nichols voted nay.
•*Supervisor Poeschl was absent.*

Item 6:
Please see the attached items on the agenda.
Building the second half of the circle - to create ease of technology use.
Previous IS committee brought this before - but it was suggested to wait until the new board was in office.
Aerial or Underground: Either road right-of-ways or access to poles.
Estimates for engineering are based on historical projects - and then move onto an exact bid.
Alternative is renting. Spectrum and AT&T would be $8,200 per month with edge equipment (with ongoing maintenance costs).
At most, this is a two-year payback.

Motion made by Nicholson to approve. Second by Norton.
Motion to approve the engineering costs of the project

Passed: 5-0
•*Supervisor Poeschl was absent.*

Item 7:
Discussion for possible meeting time/location.
Room 120 - County Administration Building.
112 Otter Ave. Oshkosh, WI 54903
Quarterly meetings would be adequate for IS.
Following a business standard, quarterly meetings would be held in: January, April, July, and October.
Continue communication via email to check with Supervisor Poeschl.

Item 8:
•Newly hired "Help Desk" employee. At the moment, fully staffed.
•Reminder of phishing training and testing - goes out to all users of the network. This is related to our cyber insurance coverage.
•Transitioning from one cell phone service to First Net (public safety oriented provider). A refresh like this typically happens every 2 years.
•Trying to continue to transition and use Office 365 in the cloud. Training will be a factor. The next renewal would be in 2024.

Next meeting tentatively July 12, 2022 at 6:00pm in Room 120 at the Administration office:
112 Otter Ave. Oshkosh, WI 54903

Motion to adjourn by Supervisor Gustafson. Second by Supervisor Norton.

Meeting adjourned.

Respectfully submitted by: Supervisor Rachael Dowling, Secretary of Information Systems Committee.