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NOTICE OF COMMISSION, BOARD OR COMMITTEE MEETING

NAME OF COMMISSION, BOARD OR COMMITTEE:	INFORMATION TECHNOLOGY COMMITTEE
TIME OF MEETING	6:00 PM
DATE OF MEETING	Thursday, July 13th, 2023
PLACE OF MEETING	112 Otter Avenue, Oshkosh, WI 54903 Conference Room 120

Zoom Info:

Topic: IT Committee Meeting

Time: July 13, 2023 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89288558789?pwd=dzIZYkFOVzlxVIJEckF4cTZkNVpTdz09>

Meeting ID: 892 8855 8789

Passcode: 724712

SUBJECT MATTER OF MEETING

1. Call to Order
2. Approve agenda
3. Public comments
4. Approve minutes of previous meeting
5. Consideration/Vote: Resolution – Amend Section 0.0 (Role of the County Board Supervisor) of the Rules of the Winnebago County Board of Supervisors to Add Section 0.4 Addressing the Use of Winnebago County Owned Electronic Devices by Winnebago County Board Supervisors and Outlining Consequences for Misuse of Such Electronic Devices – Supervisor Kay Horan
 - This item was referred back to the Judiciary & Public Safety Committee at the May 18, 2023 County Board of Supervisor's Meeting.
 - This item was addressed at the June 5, 2023 JPS meeting and referred back to IT
6. IT Director's report – discussion of business since last meeting
 - Redundant Fiber Loop update – awarded vendor has not satisfied required paperwork as of yet
 - Microsoft 365 update – working through conversion and training
7. Subjects and time of next meeting
8. Adjourn

Upon request, provisions will be made for people with disabilities upon 24 hours prior notice to the Office of the County Clerk. Phone Number: 920-232-3430

4/18 IT Committee Minutes

1.) Gavel in at 5:08PM

Present: Supervisors Floam, Borchart, Dowling, and Mr. Brennard

Absent: Supervisors Nichols and Gustafson

2.) Vice Chairwoman Dowling asked for a motion to approve the 1/31/23 meeting minutes. Supervisor Floam moved to approve the minutes and was seconded by Mr. Brennard. The minutes were accepted unanimously by the committee.

3.) No comments from the public.

4.) Supervisor Borchart said he is new to the committee, and he is excited to serve.

5.) Vice Chairwoman Dowling asked for a motion to approve “Resolution: Amend Sections 23.1 (Standing Committees) and 24.12 (Information Systems Committee) of the Rules of the Winnebago County Board of Supervisors to rename Information Systems, Information Technology.” Supervisor Floam moved to approve the resolution and was seconded by Mr. Brennard.

Mr. Brennard noted that it will take a 2/3rd vote to pass the county board, and said he hopes it will pass.

The resolution passed unanimously.

6.) The next meeting was scheduled for 7/13 at a TBD time. Vice Chairwoman Dowling asked if anyone had any input and that a new survey may be sent to members for an ideal time. Supervisor

Borchart said he has a couple other committee assignments to keep in mind.

Director Francour also took the time to mention that she does have a vacancy in her department. Supervisor Borchart asked if the wage study affected the job posting. She said it was just posted with the adjusted wage, and the department has two external applicants and one internal application.

Vice Chairwoman Dowling asked for a motion to adjourn. Supervisor Borchart moved to adjourn at 5:17PM and was seconded by Mr. Brennard. The committee unanimously moved to adjourn.

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3 **RESOLUTION: Amend Section 0.0 (Role of the County Board Supervisor) of the Rules of**
4 **the Winnebago County Board of Supervisors to Add Section 0.4**
5 **Addressing the Use of Winnebago County Owned Electronic Devices by**
6 **Winnebago County Board Supervisors and Outlining Consequences for**
7 **Misuse of Such Electronic Devices**
8

9 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

10 **WHEREAS**, Winnebago County Board Supervisors have the privilege of being elected and trusted officials;
11 and

12 **WHEREAS**, Winnebago County encourages the use of electronic devices by Winnebago County Board
13 Supervisors and Winnebago County Board Supervisors normally vote electronically. To that end, Winnebago County
14 loans Winnebago County Board Supervisors' electronic devices; and

15 **WHEREAS**, Winnebago County owned electronic devices can be used to read and review meeting material
16 and access information pertinent to meeting discussions; and

17 **WHEREAS**, Winnebago County Board Supervisors are required to sign a Winnebago County Computer Use
18 Policy at the beginning of their tenure; and

19 **WHEREAS**, every user of the Winnebago County network, including but not limited to elected officials, is not
20 assigned credentials for access until the Winnebago County Computer Use Policy is signed and received by Winnebago
21 County; and

22 **WHEREAS**, one express mandate of the Winnebago County Computer Use Policy is that "the computer
23 system belonging to Winnebago County is to be used for business purposes only"; and

24 **WHEREAS**, Winnebago County Board Supervisors, per Winnebago County Information Technology
25 department discretion, are allowed repairs and support during the lifecycle of the device.

26 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it adds
27 Section 0.4 to the Rules of the Winnebago County Board of Supervisors to read as follows:

28 0.4 Each supervisor will be issued a county-owned electronic device for use during their term on
29 the County Board. Supervisors are to be responsible for the care and safety of the electronic
30 device. If an electronic device is damaged and requires replacement, Winnebago County will
31 provide a replacement for one such occurrence. Any further purchase of replacement
32 electronic device during the life cycle of the device will be the financial responsibility of the
33 supervisor.

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35 Winnebago County Board Supervisors may only use Winnebago County owned
36 electronic devices for Winnebago County Business. Winnebago County Supervisors shall
37 not use such electronic devices to communicate with other Winnebago County Board
38 Supervisors during any Winnebago County meeting to discuss, collaborate, or influence a
39 vote.

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Winnebago County Board Supervisors use of electronic devices must adhere to all Winnebago County Use Policies, the Winnebago County General Code, the Winnebago County Board of Supervisors Ethics Handbook and Wisconsin State Statute.

Winnebago County reserves the right to disconnect Winnebago County owned devices and disable services without notice or repossess the electronic device if used by a Winnebago County Board Supervisor in any unauthorized manner.

Winnebago County Board of Supervisors shall take such action as allowed by state statute including but not limited to a Resolution of Censure against a recalcitrant Winnebago County Board Supervisor who ignores the rules of Winnebago County Use Policies, the Winnebago County General Code, the Winnebago County Board of Supervisors Ethics Handbook, Wisconsin State Statute, and this Resolution and uses Winnebago County owned electronic devices in any unauthorized manner.

Winnebago County Board Supervisors shall be required to return their Winnebago County electronic devices if violating the rule and pay all costs associated with damages to or loss of the Winnebago County electronic devices.

The Winnebago County Board Supervisors will return their electronic devices within five business days of the end of their tenure to the Winnebago County Clerk. In the event an electronic device is not returned in a timely manner Winnebago County will bill the Supervisor for the current value of the electronic device.

Fiscal Note: No fiscal impact.

Respectfully submitted by:

SUPERVISOR KAY HORAN, DISTRICT 5

Respectfully submitted by:

JUDICIARY & PUBLIC SAFETY COMMITTEE

Committee Vote:

Vote Required for Passage: **Two- Thirds of Members Present**

Approved by the Winnebago County Executive this ____ day of _____, 2023.

Jonathan D. Doemel
Winnebago County Executive