MINUTES
Information Technology
Tuesday, November 2, 2020

Minutes of the November 2, 2020 Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:30 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*remote, left at 6:15pm*), Donna Maly (*remote*), Robert Boelk (*remote. left at 6:00pm*), Tim Kemmel (*in-person*)

Due to the declared emergency, it is possible that one or more committee members may appear telephonically.

Members Absent /Excused: None

Also Present: James Mielke – County Administrator (*in-person*)
Justin Reynolds – County IT Director (*in-person*)

Public Comment: None

Previous Committee Meeting Minutes:

Motion by Kemmel, 2nd by Burnett to approve the minutes of the October 6th, 2020 Committee meeting. All in favor, motion carried.

Meeting Per Diem(s): None

Information Technology Procurement Committee Approval Requests

Discuss, Recommend: for Remote Voting with Board Room Voting System

Reynolds shared that during the "discovery" discussions for livestreaming the County Board meetings, the County learned the current Board Room Voting System has the capabilities of remote voting with a digital smart device APP. Reynolds shared the Board Room Voting System is the foundation of the livestreaming the County Board meetings, because as the Board Chairman selects the microphones the streaming camera could pan, tilt, and zoom to that area within the County Board Room. Reynolds shared the current Board Room Voting System also manages, processes, and text-records the agenda items, approvals, and action items. Reynolds also shared that the County learned more about the Board Room Voting System provider, company merger information, life-cycle of the software and keypads, end-of-sale (Jan.2021) and end-of-life (Dec.2022) for the current keypads, and also the integration with an audio/visual board room sound system and camera solution.

For Remote Voting with the current Board Room Voting System, Reynolds requested the IT Committee's feedback, discussion, and recommendation to move forward. The IT Committee discussed, considered, and provided the following thoughts about remote voting. The IT Committee shared the following general summarized statements: like the future concept, potential technology issues, delay in-person attendance, assist with safe pandemic attendance, consider declared emergency order timeframe, consider future post-pandemic board rules, and replacement for flexible keypads. The IT Committee Chair called to question, "Should the County continue to move forward with the discovery of remote-voting for County Board meetings?". The IT Committee voted 4-to-1. Majority in favor, motion to move forward carried.

Approval: for Purchase of LifeLine AV Board Room Sound System & Cameras Proposal (*Routes to Recovery*)

Reynolds shared that during the "discovery" discussions for livestreaming the County Board meetings, the County also learned that the County Board Room's sound system was initially installed in 1996 and slightly upgraded the microphones in 2016. Reynolds shared the sounds system and cameras is the foundation of quality livestreaming, because without quality audio and video the livestream is difficult to follow as an audience member. Reynolds shared the proposed solution for approval to purchase of LifeLine AV Board Room Sounds System & Camera would integrate with the Board Voting System, which would provide automatic camera adjustments based on the microphone selections. Reynolds shared the proposed solution would also integrate with the County's phone system to provide natural quality sound for in-person and remote attendees, which would eliminate the need to have the speaker phone by the Chairman and County Clerk. Reynolds shared as a comparison, the LifeLine AV proposal is utilizing the same hardware as the 2019 Dodge County Courthouse AV Project. Reynolds shared the current proposal, LifeLine would use the existing microphones (2016), ceiling speakers, and projectors. Reynolds shared the proposal, if approved, would qualify and use Routes to Recovery funds with an aggressive targeted construction timeframe of Dec. 16th, 2020 through Jan. 18th, 2021. Reynolds shared the construction would start after the Dec. 15th, 2020 County Board meeting, and before the Jan. 19th, 2021 County Board meeting. Reynolds shared the "Approval for Purchase of LifeLine AV Board Room Sounds System & Camera Proposal includes $25,244 for a digital sound system upgrade, $6,635 additional (8) back-row microphones, and $12,550 installation of two (2) PTZ video cameras for streaming and recording. Reynolds shared the IT Department is finalizing the low voltage cabling proposals, which would also quality for Routes to Recovery funds.

Motion by Burnett, 2nd by Kemmel, Approval for Purchase of LifeLine AV Board Room Sounds System & Camera Proposal utilizing Routes to Recovery funds, requirements, and timeframes in the amount of $42,669. All in favor, motion carried.

Recommend, Approval: for Board Meeting Streaming Encoding Solution (*Routes to Recovery*)

For the Board Meeting Streaming Solution, Reynolds shared the County is "discovering" solutions that best matches the County's overall video streaming solution requirements of sustainability, ease-of-use, cost-effectiveness, quality video and sound, mobile-friendly, low total cost of ownership, low on-going support, and technical specifications. Reynolds shared the three final solutions the County IT Department is considering with examples and approximate costs, which included Microsoft Teams/Live Events Steam, Granicus, and Livestream-Vimeo. Reynolds requested the IT Committee's feedback, discussion, and recommendation to move forward. The IT Committee discussed, considered, and provided their thoughts about the live streaming solution. The IT Committee shared the following general summarized statements: like livestreaming transparency,

potential technology issues, meeting technical support, leveraging current solutions, low number of livestream attendance views, assist with safe pandemic social distancing, and consider declared emergency order timeframe. After discussion, the IT Committee requested time to research the example Wisconsin Counties, and to discuss the Board Meeting Streaming Solution during the Nov. 30th, 2020 IT Committee meeting. No action taken.

Discuss, Recommend: for 2022 Board Meeting Voting &/or Paperless Packet Device Plan
With the end-of-life for the current Board Voting System keypads (Dec.2022), Reynolds shared the need for a replacement plan will be needed for the 2022 Budget Year. With the replacement of the current voting keypads and voting solutions utilizing APPs, Reynolds shared the Dodge Co. Board of Supervisors may need to consider a replacement voting system, or mobile devices that would be used for voting and paperless agenda/packets for the County Board meetings, which the mobile device could consist of a new keypad, tablet, laptop, or smartphone device. Reynolds requested the IT Committee's feedback, discussion, and recommendation to move forward. The IT Committee shared the following general summarized statements: prior use of a paperless school board meeting solutions, requested a paper vs. paperless "total cost of ownership" cost analysis, cost change vs. savings, considering a managed tablet or laptops, working discussions in spring of 2021, and target recommendation to County Board by July 2020. No action taken.

Discuss: future consideration of Privacy Program Management (*Confidential Files – IT Compliance*)
Reynolds shared that during the recent IT Security Audit Assessments, the County IT learn of a newer type of solution that help monitor and mitigate confidential files, as it relates to local file storage IT compliance regulation. Reynolds shared the IT Department is research more about the type of solution, features, and costs comparison analysis. Reynolds shared that for the Nov. 30th IT Committee the IT Department may request to purchase to purchase a solution utilizing the remaining Election Security Grant and some remaining 2020 IT Budget funds. Reynolds shared that the IT Security Audit Assessments reports should be completed by Dec.2020 or Jan.2021, which will assist the IT Department continuous cyber security improvements and potential solutions.

Department Continuous Improvement & Recognition:

Update: Human Resources System Open Enrollment Complete
Reynolds shared the Human Resources System Open Enrollment is complete and on-time. IT Committee and Reynolds shared their appreciation of the time and effort of the IT Systems Analysts and Human Resources Department staff. Reynolds shared the Open Enrollment allows for all Dodge County Employees to updated their Health Insurance plans, dependencies, and other related withholdings online through the HR system, which reduces the need for paper forms, enhances the data security, and efficiency of gathering the information. Reynolds shared the solutions was custom built process, which is the result of HR, IT, and solution provider's teamwork, project planning, dedication, and commitment to the project.

Information Technology Strategic Action Steps:

Update: on InfoTech DRAFT IT Governance
Reynolds shared an update regarding the weekly working sessions with InfoTech regarding IT Governance for policies, projects, and workflow intake processes. Reynolds will share the DRAFT IT Governance with the IT Committee for their review, feedback, and awareness.

Update: on IT Budget Report – October 2020
Reynolds provided an executive one-page (Jan. to Oct.) year-to-date available IT budget report, which showcased the IT Budget to be within target and expenditures for the time period. Reynolds shared the IT Department will continue to monitor, evaluate, approve, and recommend expenditures.

Review, Discuss: IT 2021 Budget Proposal
Reynolds shared the IT 2021 Budget Proposal has not changed from the 2021 Board Budget book. No discussion.

Review, Consider, Take Action: IT Nov. 2020 Project Portfolio Roadmap
Reynolds shared the IT Nov. 2020 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

Review, Consider, Take Action: IT Nov. 2020 Contracts and Agreements for Legal Review
Reynolds shared the IT Nov. 2020 Contracts and Agreements for Legal Review. No action taken.

Information Technology Project Status Report:

Update on Information Technology Project Status Report
Reynolds shared updated on the IT Cybersecurity Assessments, County Con. Room Enhancements, AS400 Data Migration, DR Upgrades, and network services projects.

Future Agenda Items: None

Next Meeting Date: Monday, Nov. 30th 2020 at 5:30 p.m. – 1st Floor Multipurpose Room#1H & 1I Auditorium
IT Committee Meetings scheduled – 1st Tuesday of each month @ 5:30pm

Adjournment: Motion by Kemmel, 2nd by Maly to adjourn the meeting at 6:45 p.m. All in favor, motion carried.

_____	Nov. 30, 2020
David Guckenberger, Chair	Date
_____	Nov. 30, 2020
Tim Kemmel, Secretary	Date