MINUTES
Information Technology
Tuesday, May 3, 2021

Minutes of the **May 3, 2021** Information Technology meeting held in the Dodge County Administration Building, County IT Conference Room Second 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 David Guckenberger

Roll Call:

Members Present:	David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Tim Kemmel (*in-person*), Donna Maly (*in-person*), Robert Boelk (*in-person*)
Members Absent /Excused:	*none*
Also Present:	James Mielke – County Administrator (*in-person*) Justin Reynolds – County IT Director (*in-person*)
Previous Committee Meeting Minutes:	Motion by Burnett, second by Kemmel to approve the minutes of the **April 12th, 2021** Committee meeting. All in favor, motion carried.

Information Technology Policies

Discuss, Recommend, Take Action: 100 – IT Governance Policy
Discuss, Recommend: 105 – IT Services Catalog & Policies
Discuss, Recommend, Take Action: 200 – IT Compliance Policies
Discuss, Recommend, Take Action: 400 – IT Security Policies

The IT Committee discussed the approved 100 – IT Governance Policy (*no changes*), considered potential 105 - IT Services Catalog & Policies, reviewed 200 – IT Compliance Policies, and discussed the 400 – IT Security Policies. The IT Committee and Reynolds discussed the need for IT Security Policies to align with operations and assessments to protect County digital assets. Reynolds shared the IT Security Policies are in development and draft form, and provided a list of targeted IT Security Policies. The IT Committee requested to keep moving forward with the IT Security Polices, which will also align with future IT Compliance Policies.

Information Technology Strategic Action Steps:

Review, Discuss, Recommend: County-wide Broadband Assessment RFP
The IT Committee discussed the upcoming County-wide Broadband Assessment RFP for the Land Resources & Parks (LRP) Economic Development. The IT Committee discussed status of the RFP, increased interest of service providers' partnership opportunities, and other potential outcomes of the Broadband Assessment. The IT Committee inquired about the communication and citizen centric engagement opportunities, such as survey methods and communication outreach.

Update: on IT Budget Report – 2021 First Quarter Budget Summary
Reynolds provided an executive summary (2021 First QTR) IT budget report. No action taken.

Review, Consider, Take Action: IT Apr. 2021 Project Portfolio Roadmap
Reynolds shared the IT May. 2021 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

Review, Consider, Take Action: IT Apr. 2021 Contracts and Agreements for Legal Review
Reynolds shared the IT May. 2021 Contracts and Agreements for Legal Review. No action taken.

Information Technology Project Status Report:

Update: on County Board Room
The IT Committee discussed the County is targeting June for livestreaming the first County Board of Supervisors meeting. Reynolds shared Corporation Counsel, County Clerk, and IT are reviewing County Board rules, official record, and recording procedures. The IT Committee discussed the target pilot status of a paperless electronic device project scope. Reynolds shared the status of the paperless electronic pilot devices. No action taken.

Update on Network, Data Information Systems, AS400, and Department Projects
Reynolds shared updated on the Network, Data Information Systems, Department, and AS400 Data Migration projects. Reynolds shared the IT Department has started to research ITIL based service helpdesk solutions to better serve Dodge County from a IT Service management and documentation standpoint. No action taken.

Department Continuous Improvement & Recognition:

Discuss, Review, Recommend: IT Department Internship Opportunities &/or Future Position Considerations
The IT Committee discussed the initial consideration for IT Internship opportunities to assist the IT Department, and support future IT focused college students of Dodge County. The IT Committee also discussed the potential of re-alignment or request for a focused IT System Analyst and/or IT Security positions. No action taken.

Update: DHS CISA Risk & Vulnerability Assessment (RVA)
Reynolds shared the IT Department, requested for the Dodge County Election Security Grant, will be working with DHS CISA to complete a Risk & Vulnerability Assessment (RVA) in June 2021. Reynolds shared the RVA is similar to the spring 2021 IT security assessment that will be more in-depth and used as a 6-month measurement.

Update: 2021 IRS Safeguard Audit (*Child Support PCI Federal Tax Information FTI*)
Reynolds shared Dodge County Child Support Agency and Dodge County IT Department will assist with a State of Wisconsin Bureau of Child Support IRS Safeguard Audit in the fall of 2021.

Update: 2020 Financial Audit – IT Operational Controls Preliminary Findings
Reynolds shared the preliminary findings from the 2020 Financial Audit regarding the IT Operational Controls review. Reynolds shared the preliminary findings are active informal IT procedures that have an opportunity to be documented and improved with the development of County IT policies.

Public Comment: None

Future Agenda Items: Guckenberger discussed consideration of IT Internships and/or future positions.

Next Meeting Date: Monday, June 7th 2021 at 5:30 p.m.

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

David Guckenberger, Chair — June 7, 2021 Date

Tim Kemmel, Secretary — June 7, 2021 Date