

COMMITTEE REPORT

COMMITTEE: Information & Communications Technology
CHAIRPERSON: Bill Cooper
DATE/TIME: April 30, 2008, 5:45 pm.

PRESENT:

<input checked="" type="checkbox"/> Dorte Breckenridge	<input checked="" type="checkbox"/> Marvin Schultz	<input checked="" type="checkbox"/> Margie Montelius
<input checked="" type="checkbox"/> Bill Cooper	<input checked="" type="checkbox"/> Ron Smith	<input checked="" type="checkbox"/> Terry Stoffregen

Others: Joe Kratcha, GIS/IT Coordinator
Dan Reimer, County Administrator

MINUTES

Chairperson Bill Cooper called the meeting to order at 5:45 pm.

- 1. Review of Committee Report for the meeting of March 26, 2008 (attachment).** Terry Stoffregen made a motion to approve the Committee Report for the meeting of March 26, 2008. Ron Smith seconded the motion and the motion was approved unanimously.
- 2. Website Update (attachment).** Joe Kratcha presented the monthly website. Monthly statistics were unavailable due to technical problems on the administrative side of the website.
- 3. Information Technology Update (attachment).** Joe Kratcha reviewed the monthly IT Update with the Committee. Reviewed were several projects being completed. It was noted that Joe Kratcha setup the laptops and new anti-virus software for the Sheriff's Office as part of the firewall upgrade project. He is also providing limited amounts of IT support to Sheriff's Office employees having minor computer network issues and will continue to do so in the future. However, it was also understood that Wizard Computers, Inc is responsible for the Sheriff's Office computer network and will continue to do so until other arrangements are made by the Sheriff's Office.
- 4. Review and consideration of recommending computer equipment disposal.** It was the consensus of the Committee to dispose of most obsolete computer equipment in the Sheriff's Office sale. The Committee also discussed the possibility of selling some of the items with more value, such as the old firewalls, on eBay. The decision was made to have Bill Cooper discuss this topic at the Executive Committee meeting.

- 5. Review and consideration of implementing a computer network password policy (attachments).** The Committee reviewed the proposed computer network password policy and associated guide for developing strong passwords. Joe Kratcha recommended that the maximum password age in the policy be changed from 90 days to 120 days. After some discussion, Ron Smith made a motion to recommend to the County Board approval of the “Jo Daviess County Computer Network Password Policy” as presented with the amended maximum password age of 120 days and approval of the “Guide to Choosing Strong Passwords” document. Dorte Breckenridge seconded the motion, and it was approved unanimously.
- 6. GIS Update (attachments).** Joe Kratcha reviewed the monthly GIS Update with the Committee including revenue charts.
- 7. Review and consideration of wording changes and shipping & handling costs for the GIS Cost Recovery Policy (attachments).** The Committee reviewed the recommend wording changes and shipping & handling costs for the GIS Cost Recovery Policy. It was noted that postage rates would increase in May. After some discussion, Margie Montelius made a motion to recommend to the County Board approval of the wording changes and rate increases for shipping & handling costs as specified for the GIS Cost Recovery Policy. Terry Stoffregen seconded the motion and the motion was approved unanimously.
- 8. Review possibility of working with the Farm Bureau on co-producing a new plat book (attachments).** The Committee reviewed information provided to the Farm Bureau including cost estimates to co-produce new plat books. After a lengthy discussion on this item, Bill Cooper made a motion to postpone any action until the County receives a request from the Farm Bureau to start a new plat book project. The project will be considered only if the GIS Office work load permits. Dorte Breckenridge seconded the motion and the motion was approved unanimously.
- 9. Other Matters.** The Committee discussed the idea of using the FTP (File Transfer Protocol) site to post County Board packet information and allow County Board members the ability to download information. Joe Kratcha stated he would work with Dan Reimer and Cindy Ramirez on this.
- 10. Citizens Comments.** None

There being no further business, a motion was made by Marvin Schultz to adjourn. Ron Smith seconded the motion and the motion carried. The meeting adjourned at 6:42 pm.

The next regular meeting is scheduled for Wednesday, May 28, 2008 at 5:45 pm in the Jo Daviess County Board Room.