Technology Committee Meeting Minutes July 17, 2012

The meeting was called to order at 8:30 AM

Members Present: David Welter, Chris Balkema, John Almer, Ken Iverson, Jeremy Ly

Members Absent: Millie Dyer, Mike Throneburg

Also Present: Ron Severson, Sandy Pommier, John Watters, Kristen Torkelson, Dave Henderson, Marcy Miller, Lana Phillips,

Susan Bates

Media: Terry Christensen

A motion to approve the minutes from the June 19, 2012 meeting was made by Iverson, seconded by Almer. Motion carried.

No Public Comment.

Assessor Report: Henderson told the committee that he is working on 2012 values and plans to publish two weeks earlier than last year.

Treasurer Report: Miller told the committee that she and her staff had attended the Personnel Committee meeting to discuss problems they are experiencing with the payroll system, the possibility of purchasing a new system and redirecting the responsibility of processing the payroll to the HR Department.

Clerk Report: Phillips told the committee that her office is working on the election manuals; the DVD will be done in August.

A motion to approve the claims was made by Almer, seconded by Ly. Motion carried.

A discussion was held in regards to processing the phone bill. The committee asked that any claim being presented to the Finance Committee should first be signed by the Technology Committee Chairman or designee.

Web Content Project: IT Director John Watters updated the committee on the status of the website. The committee discussed the timeline of agendas and minutes to be on the website and issues with the web designer. Watters stated that the project will not go over the proposal of the not to exceed amount of \$15,000.00. A discussion was held in regards to the project being done through a proposal vs. a contract.

Task Report: Provided for the committee's review.

Recommend Job Description Changes to Personnel Committee: Watters presented the job description for a GIS Analyst and stated that his plan was to promote the current GIS Coordinator in order to delegate some responsibilities that are currently Watters'. Watters told the committee that the current GIS Coordinator has additional training outside of the workplace including GIS Certification at Penn State and recommended a salary increase with the promotion. The committee directed Watters to forward the job description to the HR Director and to bring it back to Technology next month for further discussion.

FY2013 Budget: The committee reviewed the proposed budget for GIS and Technology. GIS had no changes other than the salary increase discussed earlier. The committee discussed moving the telephone line item out of the Technology budget. A discussion was held in regards to the combining of line items in the FY2013 proposed budgets and concerns about the loss of transparency and detail in each department budget. The consensus of the committee was to leave the telephone bill line item in the Technology budget. A motion was made by Balkema, seconded by Almer to recommend the proposed budget to the Finance Committee. Motion carried. Watters was asked to provide FY2012 budget actual figures to the committee.

Under New Business, the committee discussed a FOIA request that referenced the new development website and concerns about how the web address was obtained. Lana Phillips sent a return letter to the requester in the required timeline.

A motion to adjourn was made by Almer, seconded by Balkema. Motion carried.