

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, April 4, 2022
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu, Dennis Polach, Bill Winch, Laura Valenstein , Brad Hamilton

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert,Carolynn Martin, Lisa Keller, Jaren Mancl. **See attached list**

Via WebEx: Brian Spranger

1. The meeting was called to order at 9:00 a.m. by Chair Breu.
2. Public Comments: None.
3. Approve minutes from the previous meeting.

Motion (Hamilton/Winch) to approve the minutes from the previous meeting. Motion carried unanimously.

IT Director, Amy Kaup introduced some of the IT Team: Carolynn Martin, Lisa Keller and Jaren Mancl. Supervisor Polach thanked Kaup for introducing her staff.

4. (a) Supervisors Winch, and Polach asked for clarification on items within the Information Technology vouchers. Amy Kaup answered general questions pertaining to her department's vouchers.

Motion (Hamilton/Polach) to approve the vouchers for the Information Technology Department. Motion carried unanimously.

(b) Information Technology Director, Kaup shared she has filled the PC Technician position internally with Intern, Jaren Mancl. Kaup will be looking to fill a new opening for a Programmer Analyst amid a recent resignation.

(c) Kaup indicated the Cyber Security Draft Policy in the packet included Department Head input and would be presented to the Operations Committee also. Discussion ensued.

Motion (Valenstein/Hamilton) to approve the Cyber Security Draft Policy as presented. Motion carried unanimously.

(d) Kaup shared information that the Intergovernmental Agreement (IGA) with Brown County has some updates. Kaup indicated Corporation Counsel has reviewed the IGA and approves of the changes. Discussion ensued.

Motion (Hamilton/Valenstein) to approve the updated Intergovernmental Agreement with Brown County as presented. Motion carried unanimously.

(e) Kaup shared the MOU with the Village of Port Edwards regarding Computer Network and Technical Services. Corporation Counsel has reviewed and approved the MOU. Discussion ensued.

Motion (Hamilton/Polach) to approve the MOU with the Village of Port Edwards for Computer Network and Technical Services as presented. Motion carried unanimously.

5. (a) Supervisors Winch and Polach asked for clarification on items within the Maintenance vouchers. Van Tassel answered general questions pertaining to his department's vouchers.

Motion (Valenstein/Hamilton) to approve the vouchers for the Maintenance Department. Motion carried unanimously.

(b) Facilities Manager, Van Tassel shared information regarding projects that his department has been working on as indicated in his Monthly Letter of Comments. Discussion ensued.

6. Brian Spranger from First Weber Realty shared information relating to the Twelfth Street property. Discussion ensued. Van Tassel indicated he will bring more information to the next meeting regarding potential use of a portion of the building.
7. Van Tassel shared some initial information regarding additional space needs for Human Services at the River Block building.
8. Agenda items for the next meeting:
 - Twelfth Street Property
 - Courthouse and River Block space needs

Van Tassel shared information regarding Capital Project planning and related deadlines. He will bring information for Committee approval for CIP planning to the next meeting.

Van Tassel shared that conversations regarding the triangle lot with the City will be ongoing.

9. The next Committee meeting will be an organizational meeting and will be held Tuesday, April 26, 2022 at 9:15 a.m. in the Safety Training room, 105.
10. Chair Breu declared the meeting adjourned at 10:05 a.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next PIT meeting.

