

GREEN COUNTY INFORMATION TECHNOLOGY COMMITTEE MINUTES

Date: September 7, 2023

Time: 5:00 PM

Location: Green County Government Services Building
Information Technology Office - IT Conference Room

Members Present:

Kathy Pennington
Jody Hoesly
Melissa Even
David Bristow
Will Oemichen

Others Present:

Ryan Camron

Meeting was called to order at 5:00 PM by Chair Pennington.

Motion by Even, seconded by Bristow to approve the August 3, 2023, meeting minutes. Motion carried on a voice vote.

Motion by Hoesly, seconded by Even to approve the bills for September 2023 in the amount of \$142,132.86. Motion carried on a voice vote.

Camron presented the Directors report. Committee discussion took place related to operations and financials.

Camron presented two job descriptions for a Broadband Coordinator. One description is for the position to be an LTE County employee and the other would be for the position to be contracted. Committee discussion took place on the advantages and disadvantages of each. **Motion by Even, seconded by Oemichen to approve the Broadband Coordinator LTE position and forward to Personnel and Labor Relations committee for approval. Motion carried on a voice vote.**

Camron presented the committee with a job description for an Application Specialist. The position would not be a new County position but rather reclassification of one of the two IT Specialist positions that currently exists and aligns to the positions current responsibilities. **Motion by Hoesly, seconded by Even to approve the reclassification of one FTE position from IT Specialist to an Application Specialist. Motion carried on a voice vote.**

Camron presented the Information Technology 2024 proposed budget. The IT proposed budget has an increase of 11.90% of which 4.16% is payroll related. The remaining increase is related to new software required across the organization. **Motion by Even, seconded by Hoesly to approve the budget as presented. Motion carried on a voice vote.**

Camron presented IT-06-Audit Policy for review with updates to formatting, references, and committee oversight. **Motion by Even, seconded by Bristow to approve the IT-06-Audit Policy as presented. Motion carried on a voice vote.**

Committee reviewed Human Resources Director recommended questions for the 2023 360 Performance Review of the IT Director. **Motion by Bristow, seconded by Hoesly to approve the 2023 360 Performance Review questions as presented. Motion carried on a voice vote.**

Hoesly inquired on having discussions at a future meeting around AI and impact to the County. Camron will add to our October meeting.

Even inquired about the software evaluation process for committee review. Camron will add this to our October meeting.

Pennington inquired if the County has a website policy in place related to the management, content contained, and authorized users. Camron informed the committee that there is no policy currently in place but will investigate and add this to a future meeting for further discussion/review.

Motion by Even, seconded by Hoesly to adjourn at 6:47 PM.
