

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, November 1, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu, Bill Winch, Dennis Polach, Brad Hamilton via WebEx

EXCUSED: Laura Valenstein

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, **See attached list.**

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/Polach) to approve the minutes from the previous meeting. Motion carried unanimously.

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

Item #6 was moved up in the agenda. Van Tassel and Brian Young from Maintenance demonstrated the Evacuation Chair that will be stored in the maintenance shop for potential use while the elevator is down.

(b) Kaup provided information pertaining to projects in her department.

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

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

(b) There were no questions regarding Maintenance's Monthly Letter of Comments

6. Item was moved up in the agenda.
7. Van Tassel shared he was contacted from the elevator vendor and they have experienced delays and are now shooting for a mid to late December date for starting repairs on the Courthouse elevator.
8. Van Tassel shared information for the upcoming third floor projects and layout. Discussion ensued.

9. Van Tassel shared updates regarding the jail project. Discussion ensued.

10. Agenda items for the next meeting:

- Elevator Update
- Jail Project Update

11. The next regular Committee meeting will be Monday, December 6, 2021 at 9:00 a.m.

12. Department Head reviews will be moved to the December meeting.

Hamilton was excused at 9:55 a.m.

13. Chair Breu declared the meeting adjourned at 10:00 a.m.

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

