

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Tuesday, September 8, 2020
TIME: 9:30 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu, Dennis Polach, Laura Valenstein, Bill Winch, Brad Hamilton (via WebEx)

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, Lance Pliml (via WebEx), Amy Kaup (via WebEx). **See attached list.**

1. The meeting was called to order at 9:30 a.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meeting.

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

4. Peter Kastenzholz shared background information regarding County Board Rule #42 and its original intent. Kastenzholz indicated it was being brought up due to the fact of the new formed PIT Committee to see if anything should be amended to reflect the PIT Committee in the rule. Discussion ensued. Kastenzholz will draft a resolution to amend Rule #42 to include the PIT Committee and will present it at a meeting of the PIT Committee before the County Board meeting on September 15, 2020.
5. (a) Supervisor Winch asked for clarification on items within the Information Technology vouchers. Jason DeMarco and Amy Kaup answered general questions pertaining to their department's vouchers.

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

(b) Supervisor Winch asked for information regarding the recent addition of the external email banner on all County email accounts. Amy Kaup shared details of how the added measures help to aid in email security, by giving a visual reminder to know the sender of emails before opening them.

(c) Kaup gave an overview of the Information Technology budget for 2021 indicating the reason for any increases in the budget. Discussion ensued

Motion (Hamilton/Valenstein) to approve the Information Technology budget and send it to the Operations Committee. Motion carried unanimously.

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

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

(b) Supervisor Winch asked for information regarding the upcoming project for the River Block windows. Discussion ensued.

(c) Van Tassel gave an overview of the Maintenance budget for 2021 indicating the reason for any increases in the budget. Discussion ensued.

Motion (Valenstein/Hamilton) to approve the Maintenance budget and send it to the Operations Committee. Motion carried unanimously.

7. The next Committee meeting will be Monday, October 5, 2020 at 9:30 a.m.

8. Agenda items for the next meeting:

- Discuss Child Support square footage.
- Review a list of County properties
- Discuss the Jackson street property. (Ebsen)
- Sheriff Becker to discuss the Jail study.

9. Chair Breu declared the meeting adjourned at 10:50 a.m.

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