

Executive Committee

October 10, 2005

9:00 a.m.

Present: Chair Martin, Supervisors Westby, Baumgartner, and Pufahl.

Others Present: Pam Robson, Land Information Dept.; Veteran Service Officer Donna Chrzas; John Hartman, MIS Director Clint Harder, Berbee; Paul Ferguson, Daily Register and Jeanne Miller

Absent: Supervisor See
Chair Martin called meeting to order at 9:00 a.m.

Agenda

There were no changes to the agenda. Motion to approve the agenda as noticed was made by Supervisor Westby, second by Supervisor Baumgartner. Motion carried.

Minutes of the September 12, 2005 Executive Meeting were approved on motion by Supervisor Pufahl, second by Supervisor Westby. Motion carried.

Personnel Requests

A request to replace the Land Information Property Lister position recently vacated due to a retirement. Job Description had been revised and approved by Human Resources increasing computer experience and skills. Pam Robson was present representing Kristin Anderson who was absent due to a death in the family. Robson described duties performed by this position. Motion to approve of replacement request was made by Supervisor Baumgartner, second by Supervisor Westby. Motion carried.

Chair Martin noted that this request would be reviewed by the Land Information Committee at their October meeting.

Veteran Service - Vouchers

The Executive Committee reviewed vouchers for the department commenting on the large number of payments for maintenance of veteran graves. It was suggested that a list of veterans whose graves are maintained could accompany the vouchers. Motion to approve of Veteran Service Vouchers was made by Supervisor Westby, second by Supervisor Baumgartner. Motion carried.

Veterans Service Office (VSO) – Status Report

Ms. Chrzas had attended a presentation on Medicare "D" to enable the Veterans Service Office to respond to inquiries from veterans.

Other activities included Officer Chrzas giving a presentation and overview of veterans' benefits, both State and Federal benefits to local veterans. In addition, she was a participant on a panel looking at potential candidates in Dane County.

Chrzas requested out-of-county travel as follows:

Training Session held at Veterans Home in King, Wisconsin
November 1-3, 2005

A motion was made by Supervisor Pufahl to approve Out-of-county travel, second by Supervisor Baumgartner. Motion carried.

VSO Vouchers

Motion to approve of VSO Vouchers was made by Supervisor Westby, second by Supervisor Baumgartner. Motion carried.

County Clerk Vouchers

Vouchers were approved as submitted, on motion by Supervisor Westby, second by Pufahl. Motion carried.

County Clerk Status

The Clerk gave a brief equipment update, discussed the data entry of voter registrations, schedule for certification of election equipment by the State Election Board and activities at the WCCA meeting held in Milwaukee. The State Elections Board will not comply with the January 1, 2006 deadline for implementing a statewide voter registration system for the State of Wisconsin. Issues with software development have not been resolved and are causing the delay.

Establishing an additional fee for marriage licenses that need to be reissued was discussed. Staff time required to change the form and reprint, acquire appropriate signatures was the justification for establishing a fee. It was suggested that the fee be established at \$20. Motion by Supervisor Baumgartner, second by Supervisor Pufahl to approve of initiating fee for correcting marriage licenses. Motion carried.

IT Disaster Recovery Assessment and Recommendations

MIS Director John Hartman and Clint Harder, Berbee representative met with the Executive Committee. Hartman indicated the focus of in the developing an IT disaster plan in the recovery of business data from computers, not filing systems.

Meetings were held with specific departments to understand what they wanted, what their expectations were. From that, changes and

recommendations provided information used to develop the detail part of the plan.

Harder indicated that consideration was given to the budgetary aspect of the plan. Further he indicated that the County was in a strong state with regards to our current disaster recovery plan and that extensive changes are not required. Location of remote backups throughout the county in that everything is not in one location in the event of a disaster. Suggestion was made that the county contract with a vendor to provide necessary hardware as quickly as possible. Lines of credit and documenting current hardware configurations would enable a vendor to respond quickly in the event of a disaster.

Consideration should be given to relocating backup tapes, for either the Administration Building or the Annex, to another location as the close proximity of the buildings could be affected by a disaster.

Depending on the nature of the disaster, Harder indicated that the county would fall into the 89/90 percent recovery category, which he considered good news. For a local disaster, he estimated recovery time would take 3-5 days. A once in 10,000 disaster

He recommended that the County continue its efforts to diversify WAN locations.

In summary, certain applications/services would require a more aggressive recovery. Costs associated with an aggressive recovery should be developed so that informed decisions can be cover those expenses.

A question was raised by the Supr. Baumgartner about how often backups are done. Hartman indicated they are done nightly and called an incremental backup, which means only files that are changed are backup up. Weekly backups are also performed backing up all data. Currently, backup from previous years are not available.

It was noted that most disasters are credited to disgruntled employees.

Shelf life of tapes was not an issue with the county since new tapes are rotated in with older tapes removed.

Current security for fiber lines/equipment carrying backup information between the Administration and Annex Buildings was not accessible and secure by Hartman. The Sheriff's server is located in the jail basement, with fiber cabling running to the LEC MIS Office in a locked inaccessible area.

Intellectual Property Policy

A draft policy was distributed to the committee for review. Chair Martin indicated electronics and emails are not part of this.

Communications

Supervisor Westby made a motion to adjourn the meeting at 11:42 a.m, second by Supervisor Baumgartner. Motion carried.

Secretary of Record,

Recording Secretary,

Barry Pufahl

Jeanne Miller