

August 12, 2015

COUNTY BOARD TECHNOLOGY STUDY TASK FORCE
Monday, August 24, 2015, 10:00 a.m.
Room 204, Government Center, 1316 North 14th Street,
Superior, Wisconsin

Please call the County Clerk's Office (715-395-1569) if you are unable to attend.

MEMBERS: Doug Finn
Larry Quam
Nick Baker

Jim Paine
Susan Sandvick (Advisor)
David Dusek (Advisor)

A G E N D A

(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes from October 31, 2013, meeting (attached).
3. Review of iPad:
 - a. Usage/training;
 - b. Cost savings (attached);
 - c. Policy/amendment (attached);
 - d. Distribution of excess iPads; and
 - e. Replacements/upgrades.

pc: County Board Supervisors
e-mail: Andy Lisak Shelley Nelson (Telegram)

NOTE: Attachments to agenda are available in County Clerk's Office for review or copying. Action may be taken on any item listed on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of any accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request, depending on the amount of notice we received.

Posted: Courthouse, Government Center, Telegram copied.



8-12-15

Name

Date

COUNTY BOARD TECHNOLOGY STUDY TASK FORCE
Thursday, October 31, 2013, 10:00 a.m.
Room 207C, Douglas County Courthouse
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Sue Sandvick, facilitator.

MEMBERS PRESENT: Ann Doucette, Larry Quam, Nick Baker, Dan Corbin, Doug Finn, Sue Sandvick, Dave Dusek. Others Present - Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Consensus of committee to approve the minutes from the August 5, 2013 meeting.

IPAD POLICIES AND PROCEDURES: Purchase price for supervisors upon resignation to be decided in conjuncture with Apple's pricing; possible decrease of purchase price at \$100 per year for iPad depreciation.

Policy draft to indicate one (1) time replacement of iPad due to loss (stolen) and one (1) time replacement of iPad due to accidental damage; supervisors responsible for any additional replacement; include providing of paper agendas at meetings; refer to Human Resources to establish separate employee electronic tablet policy.

ADJOURNMENT: Meeting adjourned at 10:41 a.m.

Submitted by,

Kaci Jo Lundgren
Committee Clerk

County Board 11010	2010	2011	2012	2013	2014	June 2015
Postage	\$ 4,991.66	\$ 3,227.95	\$ 2,539.44	\$ 2,335.26	\$ 1,521.24	\$ 714.71
Printing/Duplication	12,749.08	8,958.32	11,402.15	7,637.22	3,965.02	1,194.73
	<u>\$ 17,740.74</u>	<u>\$ 12,186.27</u>	<u>\$ 13,941.59</u>	<u>\$ 9,972.48</u>	<u>\$ 5,486.26</u>	<u>\$ 1,909.44</u>

ELECTRONIC TABLETS

A. Issuance of Electronic Tablets

Each supervisor will be issued a county-owned electronic tablet (iPad) for use during their term on the County Board. Supervisors are to be responsible for the care and safety of the iPad. If an iPad is damaged and requires replacement, Douglas County will provide a replacement for one such occurrence; similarly, if an iPad is lost or stolen, Douglas County will provide a replacement for one such occurrence. Any further purchase of replacement iPads will be the financial responsibility of the supervisor. Supervisors may also purchase, at his or her own expense, an additional 2-year warranty that will cover up to two incidents of accidental damage due to handling (loss or theft of the iPad is not covered).

B. Required Use

Supervisors will receive all Douglas County Board and committee meeting agendas and minutes solely by electronic format accessed through the iPad. These documents will no longer be mailed to supervisors. Supervisors will be required to utilize iPads at board and committee meetings in order to view agendas and attachments however, during a transition period paper copies of committee and board agendas (excluding attachments) will be provided to supervisors at the meetings. Supervisors may also provide paper copies of agenda attachments at their own expense.

Use of the iPad will also allow supervisors to access county e-mail, calendar, and other county documents (budget, plat book, policies, reports, etc.). Supervisors are encouraged to utilize the iPad to the fullest extent possible.

C. Electronic Communication

All communication created, sent, received, or stored in Douglas County systems and/or equipment are the property of Douglas County and are subject to Wisconsin Open Records Law and open to disclosure under the provisions of that law. Douglas County reserves the right to monitor systems and/or equipment with or without notice and will have the right to access all information to which an employee has gained access.

All communication via the network and Internet should be consistent with the public service mission or image of Douglas County. Each user is responsible for the appropriateness and content of material he/she transmits or publishes on the network or Internet.

Any personal use of county communication systems and/or equipment should be limited, should never interrupt county business, and should occur during non-work time, unless extenuating circumstances arise. Use of county communication systems and/or equipment for union business is prohibited, with the exception of transmitting union meeting notices.

County communication systems and/or equipment should not be used by employees to engage in any illegal activities or any other inappropriate use, or for any use which is in violation of any federal, state, or local laws, or other county policies. County communication systems/equipment may not be used to create any offensive or disruptive messages or documents.

All employees have a duty to report any discovered or suspected unauthorized or improper use of county communication systems/equipment.

D. Maintenance/Repair

For security reasons, only authorized county personnel are allowed to perform maintenance/repairs and troubleshooting on county-owned iPads.

D. Return/Purchase of iPad

If a supervisor resigns, or is not re-elected to the office of County Board Supervisor, he or she will relinquish their iPad to Douglas County or be allowed to purchase his or her iPad at the current value determined by the IS Director.