

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Tuesday, January 3, 2023
TIME: 1:30 p.m.
PLACE: Wood County Courthouse – Room 114

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

EXCUSED: Jeff Penzkover

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

1. The meeting was called to order at 1:30 p.m. by Chair Breu.
2. Public Comments: Heather Gehrt, Treasurer, had comments regarding Courthouse cleaning. **With no objection, item #5c was moved up in the agenda.**
5. (c) Van Tassel shared information regarding the process of switching over cleaning service contractors and the need to adjust services and coverage. Discussion ensued. Van Tassel will continue to gather feedback from departments and will keep the Chair and Committee updated.
3. Approve minutes from the previous meetings.

Motion (Hamilton/Polach) to approve the minutes from the previous meetings. Motion carried unanimously.

4. (a) Supervisor Winch asked for clarification on items within the Information Technology vouchers. IT Director Kaup answered general questions pertaining to her department's vouchers.

Supervisors Winch, Breu, and Clendenning noted complaints were brought to them regarding the IT Calendars that were purchased and distributed to departments. They felt the calendars were not a good use of resources and did not represent the County appropriately. Supervisors indicated future similar projects should be preapproved through the Committee.

Motion (Hamilton/Polach) to approve the vouchers for the Information Technology Department. Motion carried. Voting No: Winch

(b) IT Director Kaup highlighted her monthly report and answered questions.

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

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

(b) Facilities Manager Van Tassel shared additional information and answered questions pertaining to his monthly report.

6. HR Director McGrath, indicated Operations Committee meeting has been postponed to Thursday so there was no new update regarding the Violence in the Workplace Prevention Program. McGrath indicated the draft copy is in the Operations packet for review. McGrath will report back next month with updates.
7. The Twelfth Street property has been sold and the check was delivered and deposited the last week of the year.
8. Van Tassel shared information regarding the Seventeenth Avenue property. Discussion ensued.
9. Agenda items for the next meeting:
 - Seventeenth Avenue Property
 - Facility Safety Policy Update
10. The next Committee meeting will be Monday, February 6, 2023 at 9:00 a.m. in meeting room 114.
11. Chair Breu declared the meeting adjourned at 2:25 9.m.

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

