

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, November 6, 2022
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu, Dennis Polach, Bill Winch, Jeff Penzkover
Brad Hamilton (Via WebEx)

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

1. The meeting was called to order at 9:01 a.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meetings.

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

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

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

- (b) IT Director Kaup highlighted her monthly report and answered questions.
- (c) Kaup shared information regarding the Wood County website and emails domain name change. Discussion ensued
- (d) Kaup shared information regarding the Information Technology departments search for temporary relocation space. Discussion ensued.
5. (a) Supervisor Winch asked for clarification on items within the Maintenance vouchers. Facilities Manager 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) Facilities Manager Van Tassel answered questions pertaining to his monthly report.
- (c) Van Tassel shared information regarding the retirement of the current vendor for Courthouse cleaning services at the end of November and possible options going forward. Discussion ensued. Van Tassel indicated he is comfortable there will be no lapse in service and he will report back with more information next month.

6. HR Director McGrath, shared information regarding the Workplace Violence Prevention Policy and ongoing discussions pertaining to possible amendments to the policy. Discussion ensued. McGrath will report back next month with developments.
7. Van Tassel indicated no new updates regarding the Twelfth Street property.
8. Van Tassel shared updates regarding the Seventeenth Avenue property. Van Tassel indicated more discussions will follow.
9. Van Tassel indicated the County will take ownership of the Saratoga Street property on January 1st, 2023. The property will replace one or both of the Samuels Group's trailers. Long term, further discussion will need to be held to determine if the property will be retained to include in the Jail design or to be sold.

Van Tassel also indicated discussions with the City relating to the triangle lot are ongoing.

10. Agenda items for the next meeting:

- Department Head Evaluations
- Twelfth Street Property
- Seventeenth Avenue Property
- Courthouse Cleaning Services
- Facility Safety Policy Update

11. The next Committee meeting will be Monday, December 5, 2022 at 9:00 a.m. in meeting room 114.

Questions were raised regarding the Courthouse Security Policy. Discussion ensued. Discussions will continue with future agenda items relating to safety and security.

12. Chair Breu declared the meeting adjourned at 10:40 a.m.

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

**Property & Information Technology Committee Meeting
November 7, 2022**

[illegible]