Lincoln County Employee Timesheet

Name: Travis Spoehr   **Department:** Information Technology   **Pay Period:**
Employee Number: 442   IT Director
Representative Status: Nonrepresented
FLSA Status: Exempt   **From:** 8/21/2023   **To:** 9/3/2023

| 8/21 | 8/22 | 8/23 | 8/24 | 8/25 | 8/26 | 8/27 | 8/28 | 8/29 | 8/30 | 8/31 | 9/1 | 9/2 | 9/3 | | | FMLA |
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
8	8	8	8.75	8			8	8.5	8	8	4			77.25	Regular: IT	
											4			4	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	**TOTAL HOURS PAID**	
														0		
														0		
8	8	8	8.75	8	0	0	8	8.5	8	8	8	0	0	81.25	**TOTAL HOURS REPORTED**	

I certify that the foregoing is true and correct.

(signature)

_____
Employee signature

_____
Supervisor signature   Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____   COMPLETED BY: _____
GRANT NAME/PROJECT: _____
GRANT NAME/PROJECT: _____
GRANT NAME/PROJECT: _____
GRANT NAME/PROJECT: _____   APPROVED BY: _____

Lincoln County Employee Timesheet

Name:	Travis Spoehr				Department:	Information Technology		Pay Period:							
Employee Number:	442					IT Director									
Representative Status:	Nonrepresented														
FLSA Status:	Exempt							From:	9/4/2023		To:	9/17/2023			

9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
	8	4	8	8.5			8	8	8	11.25				63.75	Regular: IT	
		4									4			8	Vacation:	
8														8	Holiday:	
											4			4	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	**TOTAL HOURS PAID**	
														0		
														0		
8	8	8	8	8.5	0	0	8	8	8	11.25	8	0	0	83.75	**TOTAL HOURS REPORTED**	

I certify that the foregoing is true and correct.

_____
Employee signature

_____
Supervisor signature   Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____   COMPLETED BY: _____
GRANT NAME/PROJECT: _____
GRANT NAME/PROJECT: _____
GRANT NAME/PROJECT: _____
GRANT NAME/PROJECT: _____   APPROVED BY: _____

Lincoln County Employee Timesheet

Name:	Travis Spoehr						**Department:** Information Technology						**Pay Period:**				
Employee Number:	442						IT Director										
Representative Status:	**Nonrepresented**																
FLSA Status:	**Exempt**												**From:** 9/18/2023		**To:** 10/1/2023		

9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1			FMLA
Mon	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Hours**	**Pay Category**	**hours**
9	10.5	8	8	7			2	2	2	2.5				51	Regular: IT	
														0	Vacation:	
														0	Holiday:	
							6	6	6	5.5	8			31.5	Paid Sick Allowance:	31.5
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	**TOTAL HOURS PAID**	
														0		
														0		
9	10.5	8	8	7	0	0	8	8	8	8	8	0	0	82.5	**TOTAL HOURS REPORTED**	

I certify that the foregoing is true and correct.

Travis Spoehr (signature)

_____
Employee signature

_____
Supervisor signature   Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____   COMPLETED BY: _____
GRANT NAME/PROJECT: _____
GRANT NAME/PROJECT: _____
GRANT NAME/PROJECT: _____
GRANT NAME/PROJECT: _____   APPROVED BY: _____

Administrative & Legislative Committee Meeting – October 4, 2023

Activity & Statistics Report: 8/29/2023 to 10/1/2023

The Information Technology department has completed the following projects over the course of the reporting period:

- County Board Assembly room: new smart speakers have been installed, tested, and working much better than the old analog amp and speakers bolted onto the newer overhead microphones. There is some work to be done yet to zone off the secondary attached rooms, cleanup of old wiring and equipment that's no longer necessary or in use, and further optimization.
- CGI video tour has been completed and published on the Lincoln County website's home page in the quick access section.
- Two more open records requests completed. Notable as this is the most requests requiring IT's assistance with email discovery since 2019.
- Created new weekly reports to poll for low disk space issues on all servers and workstations. This will allow us to be more proactive with diagnosing and fixing issues before occurrence that normally are associated to a full local hard disk.

The Information Technology department continues to work on the following projects in addition to our regular preventative maintenance and daily break/fix work:

- Prioritizing research on the steps needed and potential costs to migrate to a Dot Gov domain. I.e. primary email would be travis.spoehr@lincolncountywi.gov County Clerk, Chris Marlowe, has recently indicated the WI Elections Commissions may require this for elections communications as early as January 1, 2024. We expect to begin work on the initial transition steps yet in 2023, i.e. domain name acquisition. Reimbursement grant funding is available for qualified expenses, up to $600, related to this transition.
- Postponed the Courthouse to Solid Waste point-to-point wireless RFP release, 2023 CIP funded. We have become optimistic, based on recent research and information from a number of sources, that we may be able to fund this from the operational budget and return the CIP appropriation to the overall CIP fund balance.
- Continued work on new squads as they arrive, both internally and with vendors, for deployment and installation of the computers, cameras, peripherals, and other equipment that the officers require within the vehicle.
- Working with Social Services Director, Jessi Rumsey, to identify all current Title IV (eWiSACWIS) assets in order to best plan for replacements and subsequent reimbursements. Additionally, we are both working with Finance Director, Samantha Fenske, to ensure we are not (double) budgeting by having these equipment replacement costs listed in the schedule as financed by the tax levy. The State of WI Dept. of Children and Families administers this program and the acronym stands for: "electronic Wisconsin Statewide Automated Child Welfare Information System".
- Working with the Clerk of Courts, Thomas Barker, on cost effective audio/video improvements in the Family Courtroom aka Branch 3.

LINCOLN COUNTY VISION STATEMENT:
Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.

LINCOLN COUNTY
INFORMATION TECHNOLOGY
Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – October 4, 2023

- Continued review of technology policies in relation to acceptable use, security, compliance, governance, and records retention.
  - The goals are to eliminate redundancy and to arrive at a policy framework that is clear, concise, and purposeful.
  - Considerations for standards and compliance to include applicable State statutes and local ordinances, the National Institute of Standards and Technology (NIST), Center for Internet Security (CIS), Multi-State and Election Information Sharing and Analysis Center (MS-ISAC and E-ISAC), Criminal Justice Information Systems (CJIS) for law-enforcement, Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI) security standards, and others that may be applicable.
- Continued assistance to the Broadband Committee and Commission, inclusive of regular meetings with the North Central WI Regional Planning Commission to push ahead with Broadband Equity Access and Deployment (BEAD) project planning per the eligibility requirements.
  - First meeting of the Broadband Commission has taken place with election of officers and conveyance and discussion on the background information and efforts to date by the County committee.
- Assisting the Sheriff's Office and Emergency Management with remediation and mitigation related to the recent active shooter tabletop exercise at the Courthouse.
- Continued work with the Sheriff's Office, Emergency Management, and Land Services locally along with the State Dept. of Military Affairs (DMA) and Office of Emergency Communications (OEC) on planning and preparation for Next Generation 911 (NG911) emergency services and features.
  - Recent developments include Board approval of grant applications and subsequent submission for funds.
- Working on a structured replacement schedule for monitors and other peripheral equipment. Through the past few years of diligent asset monitoring and inventory, we have gained the ability to predict these budgetary figures much more reliably.
- Continued assistance as needed for the branding and marketing efforts. Along with continued website updates where appropriate, we are assisting in coordinating a photo shoot for employees to submit photos that will further enhance the website and potentially be used in future marketing campaigns.
- Continued configuration of the ADRC's dedicated (backup) internet connection in Merrill.
  - Port and connection maps completed. Deployment and migration of device connections is expected to be completed in the next 4-6 weeks. This is the final step in regards to ADRC-CW's technology resources being fully autonomous.
- Testing continues on the Munis with the Finance Department and key stakeholders.
  - Time & Attendance and employee self-service platforms. Formal training and configuration sessions continue. Time clocks have been delivered, configured, integrated, and tested. Installation in their final locations will be completed after final tests are completed. We are still on track for a cut-to-live for the beginning of November.
  - Advanced Scheduler. Tyler Tech is working with us to do as much as we can in parallel, given Time & Attendance is a prerequisite, to have this ready for usage by the end of January. This

LINCOLN COUNTY
INFORMATION TECHNOLOGY
Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – October 4, 2023
----

        deadline was determined as the Sheriff's Office current scheduling application's licenses expire in Mid-February and will not be renewed.

- Tyler Forms and the Tyler Content Manager deployment, initial configuration, and training kickoffs are scheduled. Internal server build for the platform has been completed.

- Have begun to collect and assemble costs and details related to Lincoln County's phone system and services in order to present to the committee for discussion along with the potential release of an RFI (Request For Information) to get budgetary figures on potential alternative solutions and whether or not said alternatives would be able to fully meet the County's needs.

- Upgrade of secure VPN system and client for Sheriff's Office and other public safety agencies. Usage to connect back to the CAD and RMS systems at the Sheriff's Office.

The Information Technology department expects to begin work on the following initiatives near-term or as indicated:

- Researching modernization technologies for the website that could make it more accessible and user-friendly. CivicPlus has issued a notice that they will be upgrading hosted sites to Drupal version 9 in FY2023. The IT dept. is holding on this research and possible development until more information is available on what the upgrade may mean in terms of the content manager and public facing site.

- Researching and working with the Sheriff's Office to potentially move the TraCS internal database server to Badger TraCS private cloud. All the same features they have currently for a nominal annual hosting fee. This eliminates internal server and database maintenance efforts.
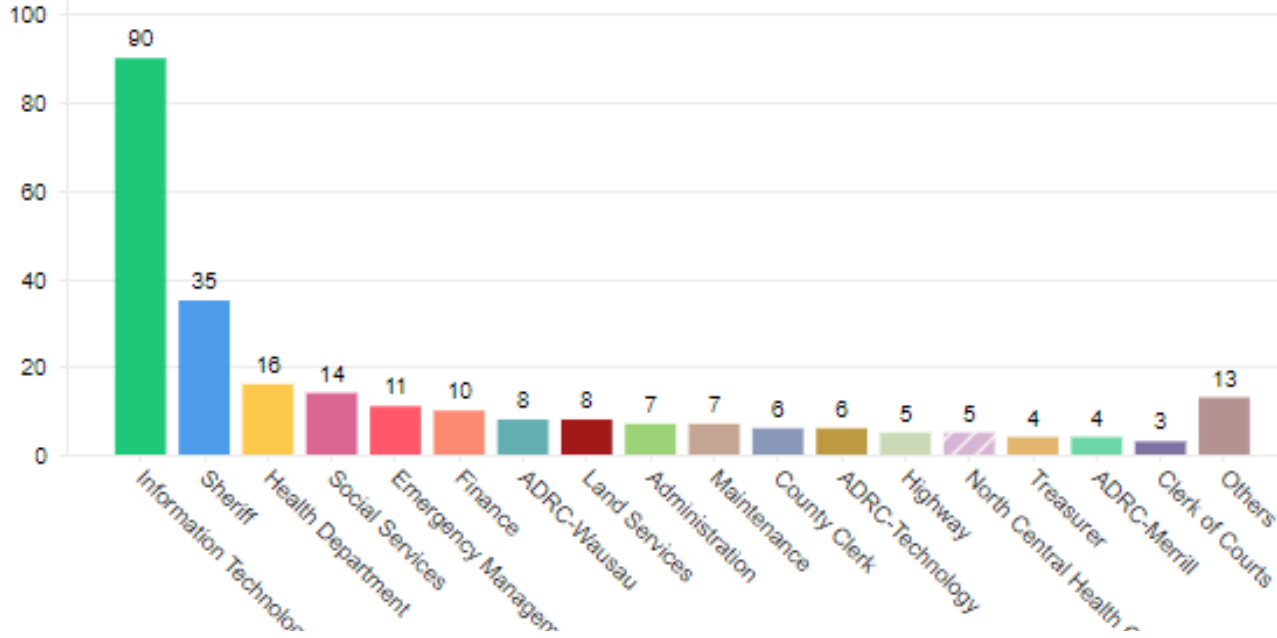
LINCOLN COUNTY
INFORMATION TECHNOLOGY
Travis Spoehr - Director
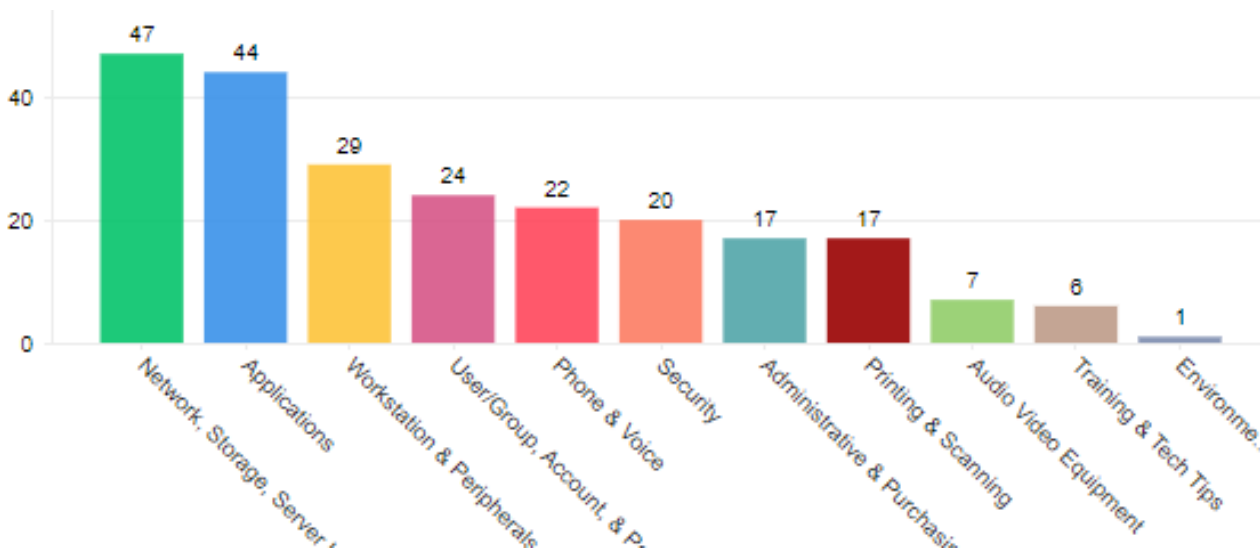801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – October 4, 2023

Eleven (11) after-hours calls received this reporting period and 42 year to date. 4.6 per month to date remains below last years' average of ≈ six (6) per month. Seven (7) of this month's calls related to ongoing issues and outages experienced in our region recently by both Frontier and Verizon.

_____

252 Help Desk requests received in the reporting period. 2,243 requests received year to date.

_____

234 Help Desk requests completed in the reporting period. 2,261 requests completed year to date.

LINCOLN COUNTY
INFORMATION TECHNOLOGY
Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – October 4, 2023

Website statistics from Google Analytics for the reporting period:

	Page title and screen class ▾ +	↓ Views	Users	Views per user	Average engagement time	Event count All events ▾
		48,510 100% of total	13,939 100% of total	3.48 Avg 0%	1m 11s Avg 0%	203,587 100% of total
1	Home Page | Lincoln County, Wisconsin	5,038	2,329	2.16	0m 27s	20,070
2	GIS Mapping | Lincoln County, Wisconsin	2,678	1,478	1.81	0m 16s	11,096
3	Jail | Lincoln County, Wisconsin	2,095	950	2.21	0m 24s	11,033
4	Search | Lincoln County, Wisconsin	1,908	846	2.26	0m 56s	6,237
5	Meetings | Lincoln County, Wisconsin	1,577	429	3.68	1m 52s	8,543
6	Property Tax Records | Lincoln County, Wisconsin	1,303	839	1.55	0m 12s	6,393
7	Real Estate and Tax Data Search | Lincoln County, Wisconsin	1,178	723	1.63	0m 19s	4,514
8	Career Opportunities | Lincoln County, Wisconsin	924	611	1.51	0m 21s	4,001
9	Sheriff's Office | Lincoln County, Wisconsin	893	521	1.71	0m 28s	3,546
10	Health | Lincoln County, Wisconsin	782	422	1.85	0m 35s	2,913

Website statistics from Google Analytics cumulative from June 14th conversion to present:

	Page title and screen class ▾ +	↓ Views	Users	Views per user	Average engagement time	Event count All events ▾
		166,462 100% of total	42,928 100% of total	3.88 Avg 0%	1m 23s Avg 0%	695,438 100% of total
1	Home Page | Lincoln County, Wisconsin	18,466	8,124	2.27	0m 29s	74,396
2	GIS Mapping | Lincoln County, Wisconsin	8,870	4,341	2.04	0m 18s	37,041
3	Jail | Lincoln County, Wisconsin	7,635	3,227	2.37	0m 26s	40,376
4	Search | Lincoln County, Wisconsin	6,716	2,907	2.31	1m 01s	22,107
5	Meetings | Lincoln County, Wisconsin	6,164	1,427	4.32	2m 04s	31,688
6	Property Tax Records | Lincoln County, Wisconsin	4,809	2,764	1.74	0m 14s	23,562
7	Real Estate and Tax Data Search | Lincoln County, Wisconsin	4,076	2,395	1.70	0m 20s	15,851
8	Sheriff's Office | Lincoln County, Wisconsin	3,512	1,948	1.80	0m 32s	13,800
9	Career Opportunities | Lincoln County, Wisconsin	2,504	1,520	1.65	0m 32s	10,954
10	Land Services | Lincoln County, Wisconsin	2,463	1,245	1.98	0m 28s	8,095

LINCOLN COUNTY VISION STATEMENT:
Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.