

Lincoln County Employee Timesheet

Name: Travis Spoehr		Department: Information Technology				Pay Period:										
Employee Number: 442		IT Director														
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 10/2/2023		To: 10/15/2023								
10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
6.5	8.5	9	8	8	2		8.5	10	8.5	8				77	Regular: IT	
											8			8	Vacation:	
														0	Holiday:	
1.5														1.5	Paid Sick Allowance:	1.5
														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		
8	8.5	9	8	8	2	0	8.5	10	8.5	8	8	0	0	86.5	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: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

COMPLETED BY: _____

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: 10/16/2023		To: 10/29/2023								
10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29		FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
		2	4	2			3		2	2	2			17	Regular: IT	
														0	Vacation:	
														0	Holiday:	
8	8	6	4	6			5	8	6	6	6			63	Paid Sick Allowance:	63
														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	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS REPORTED	

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COMPLETED BY: _____

APPROVED BY: _____



**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

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

Administrative & Legislative Committee Meeting – November 1, 2023

Activity & Statistics Report: 10/2/2023 to 10/29/2023

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

- Renewal of the following subscriptions and licenses that are in use:
 - AODocs – Child Support substantiated document filing.
 - Zuercher Systems and Support – Sheriff’s Office RMS, CAD, 911 phone stations and software.
 - Cisco core switch support – fiber connections to/from buildings and to firewall/Internet.
- Title IV (eWiSACWIS) assets identified for 2024 replacements and subsequent reimbursements. Jessi Rumsey has submitted to the State of WI.
- Upgrade of secure VPN system and client for Sheriff’s Office and other public safety agencies has been completed. Usage to connect back to the CAD and RMS systems at the Sheriff’s Office.
- Upgrades of hypervisor manager and hosts to the latest versions have been recently completed as a preventive security measure.
- Security certificate for secure website communications upgraded and applied to all necessary systems and servers. This is an annual renewal and process.

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.
- 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.
 - Site survey and needs assessment is scheduled with the Emergency Services IP Network (ESInet) provider.
- Continued assistance as needed for the branding and marketing efforts. Specifically, updates to the ATV/UTV and Snowmobile recreation pages are in progress and nearly ready to publish in collaboration with the Forestry Parks & Rec. Dept.
- Courthouse to Solid Waste point-to-point wireless replacement. Still pending but remain confident this equipment can be covered in whole by 2023 operational funds.
- 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 the Clerk of Courts, Thomas Barker, on cost effective audio/video improvements in the Family Courtroom aka Branch 3.

LINCOLN COUNTY VISION STATEMENT:

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- 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 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.
- Assisting the Sheriff's Office and Emergency Management with remediation and mitigation related to the recent active shooter tabletop exercise at the Courthouse.
- 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 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.
 - Latest development is that Finance and Administration have focused on open enrollment in order to have a campaign ready to launch yet in 2023 to streamline this process as primarily self-serving. Training focus has shifted to this recently to be able to incorporate and deploy quickly in a compressed time-frame.
 - 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 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 have been completed. One additional session focusing on forms is scheduled.
- 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

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(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.

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

- Discussions with Land Services and Emergency Management on options for a new wide format printer a.k.a. a plotter.
- Installation of physical cable plant and timeclocks on location for Munis Time & Attendance.
- 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.
- Participation in the annual National Cybersecurity Review Survey. Free to participate and not only is a good benchmark for the maturity of Lincoln County's cybersecurity posture and program, but has now become a necessity for certain cybersecurity related grant eligibility.

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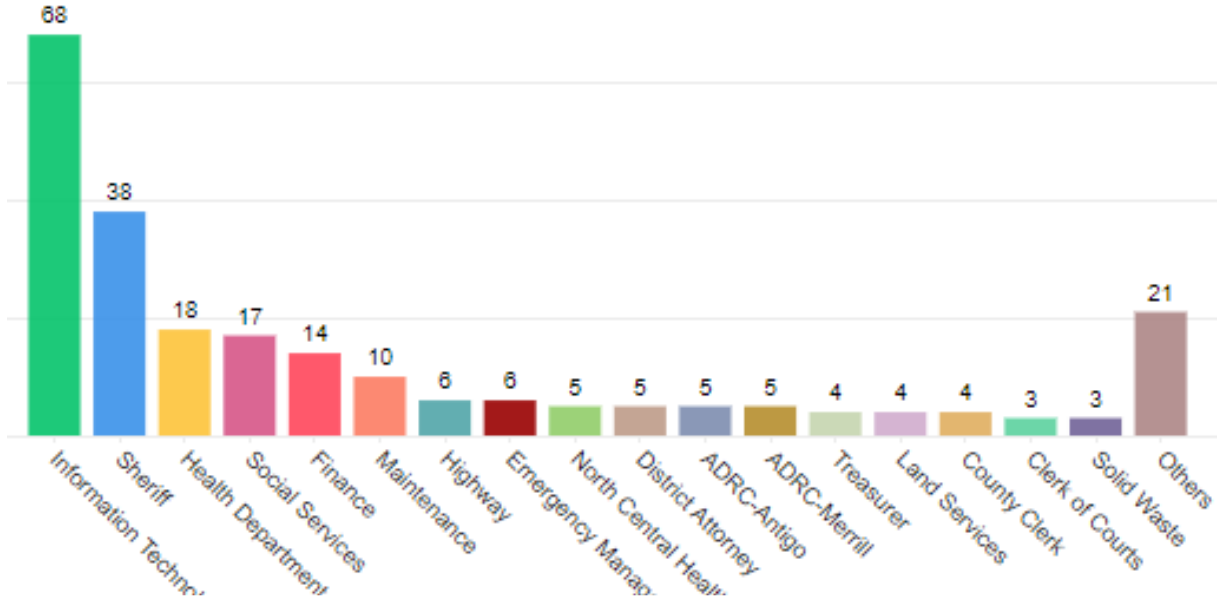
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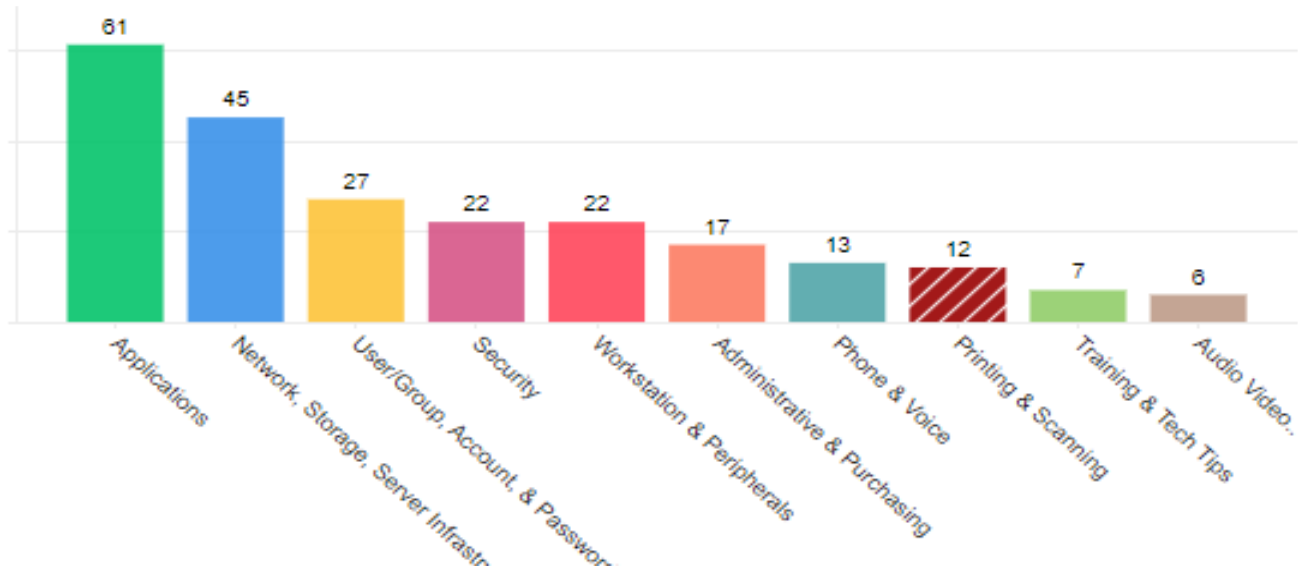
Administrative & Legislative Committee Meeting – November 1, 2023

Seven (7) after-hours calls received this reporting period and 49 year to date. 4.9 per month to date remains below last years' average of ≈ six (6) per month.

236 Help Desk requests received in the reporting period. 2,486 requests received year to date.



232 Help Desk requests completed in the reporting period. 2,506 requests completed year to date.



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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
	40,423 <small>100% of total</small>	11,367 <small>100% of total</small>	3.56 <small>Avg 0%</small>	1m 13s <small>Avg 0%</small>	168,100 <small>100% of total</small>
1 Home Page Lincoln County, Wisconsin	4,113	1,818	2.26	0m 29s	16,255
2 GIS Mapping Lincoln County, Wisconsin	2,387	1,337	1.79	0m 15s	9,850
3 Jail Lincoln County, Wisconsin	1,964	907	2.17	0m 24s	10,332
4 Search Lincoln County, Wisconsin	1,439	622	2.31	0m 57s	4,815
5 Meetings Lincoln County, Wisconsin	1,391	451	3.08	1m 34s	7,679
6 Property Tax Records Lincoln County, Wisconsin	1,067	670	1.59	0m 14s	5,137
7 Real Estate and Tax Data Search Lincoln County, Wisconsin	998	579	1.72	0m 17s	3,878
8 Sheriff's Office Lincoln County, Wisconsin	718	441	1.63	0m 30s	2,807
9 Health Lincoln County, Wisconsin	654	345	1.90	0m 43s	2,457
10 Career Opportunities Lincoln County, Wisconsin	642	389	1.65	0m 28s	2,691

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
	206,885 <small>100% of total</small>	52,882 <small>100% of total</small>	3.91 <small>Avg 0%</small>	1m 23s <small>Avg 0%</small>	863,538 <small>100% of total</small>
1 Home Page Lincoln County, Wisconsin	22,579	9,634	2.34	0m 30s	90,651
2 GIS Mapping Lincoln County, Wisconsin	11,257	5,386	2.09	0m 18s	46,891
3 Jail Lincoln County, Wisconsin	9,599	4,012	2.39	0m 27s	50,708
4 Search Lincoln County, Wisconsin	8,155	3,491	2.34	1m 01s	26,922
5 Meetings Lincoln County, Wisconsin	7,555	1,754	4.31	2m 05s	39,367
6 Property Tax Records Lincoln County, Wisconsin	5,876	3,334	1.76	0m 15s	28,699
7 Real Estate and Tax Data Search Lincoln County, Wisconsin	5,074	2,906	1.75	0m 20s	19,729
8 Sheriff's Office Lincoln County, Wisconsin	4,230	2,340	1.81	0m 32s	16,607
9 Career Opportunities Lincoln County, Wisconsin	3,146	1,857	1.69	0m 32s	13,645
10 Land Services Lincoln County, Wisconsin	3,066	1,513	2.03	0m 28s	10,088

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