Administrative Services Leadership Team Meeting Minutes
DATE: July 11, 2023
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

√	Chris Clark		v	Don Koch
√	Dwayne Fehrenbacher		v	Brandy Woods
√	Cheryl Cummins			

I. **Call to Order**

II. **Additions to the Agenda** –No Additions were added

III. **Items for Discussion/Updates**

Business Office Updates:

- Work on investments, interest, certificate of publication for semi-truck
- Work on bid for welding equipment
- Bid is open for truck bed, closes July 13, 2023

Information Technology Updates:

- Working MFA (Multi-Factor Identification)
- OMT Swap went very well
- Dan is wrapping up completion of the firewall
- Mitel upgrade will be performed either this Friday or next
- Johnson County Extension is switching rooms at their center from 309 to 303. Dan has made sure everything is ready to hookup
- There are 12 mixed device pallets ready to sell

Facilities Update:

- Completing painting of offices
- Picnic tables have been purchased and put together for pavilion
- Adding 5 new receptacles to the pavilion
- A/C in Massac Extension is working at 1/2 capacity
- Discussed what vehicles are going to put up for auction

IV. **New Business** – No new business was discussed

V. **Adjournment**

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