

## **IT Committee Meeting 1-23-19**

### ***In Attendance:***

Dave Merrill, Carol Cunningham, Amy Liebsack, Todd Scholz, Kevin Jeppson, Shawna Evans, Zach Peters, Tina Dykes, Michelle Scholz, Leslie Walters

### ***Social Media:***

- After the last meeting, Tina looked at several providers and their social media presence
- Looked as a group at DSN for examples on Facebook, Instagram
- There were questions on how often we would post, what we would post, releases needed, use certain guidelines?
- Roni has been posting some on Facebook – Amy will work with her if needed. Amy will also look at LinkedIn and Instagram and work on those
  - Post ideas: announcements, snow days, events, link to the website/pages, legislature, sharing artwork, etc.
- Reminder from Dave to make sure things are image enhancing – don't want it to look poorly on RVS or the people supported

### ***Website:***

- Amy and Victoria updated all forms on the website and reorganized a little bit. If you see anything out of place or find problems, please let Amy know.
- Will work on updating the General Publication Consent to include all social media and the General Photo Consent and Publication Consent to include photos and names
- Amy communicates with Lori for the most updated forms and will continue to do so
- The Directory of locations needs updated – Directors need to let Amy/Lori know of changes. Tina will email directors asking them to update this.
- There has been some trouble with signing up for trainings on website (saying there's no tickets left). For now, double check with Amy if it says it's full. FireSpring is working on this.
- Calendar – Amy has been adding events, meetings, etc. Group agreed it looks good and she will add other information to make it as close to the Master Calendar Lori keeps for consistency. She will add Timecard Due Dates/Payroll Tab and a Due Dates Tab
- Blast emails – Amy has a call into FireSpring to see if you need to edit profile and enter email to allow a subscription to send blast emails versus a subscribe link. These emails could include such things as new med form, changes to website, etc. It was noted that staff emails change frequently so it would be difficult to avoid communication lapses with them but it is hopeful these blasts would work for management.

### ***Communication to RVS***

- Staff Development met and suggested IT needs to be better on updates and changes
  - If website is capable of this, that will address the suggestion.
  - Suggestion of a forum for questions from people that others could respond to. We had a discussion on this and think it would be more beneficial to set aside time at each CSC meeting for these types of questions/discussions.

- Discussion on using TherAp splash messages. We want to keep those for big changes that affect all staff. Blast messages through the website will be used for messages for management.
- Suggestion for a reminder at quarterly meetings to update staff emails in the website to keep up to date.

***Computer Repair:***

- Kevin is still willing to help with repairs/concerns if it's feasible. If the rurals have a local computer repair person, it is sometimes more cost efficient than spending money on transportation of the computer. UPDATE – Many issues can be discussed and diagnosed via phone before turning over to repair shop. In addition, like mentioned numerous times, Konica Minolta charges for scanning troubleshooting and Kevin is free and can often diagnose and solve on the phone.
- Zach Peters will help out as well for computer set-up and questions.
- As mentioned before in emails and Arvad, if anyone is doing repairs on a computer with PeachTree, it **must** involve Kevin.
- If you need to purchase a computer, call/email Kevin to make sure it's what is needed or if Kevin can refurbish the unwanted computer – especially laptops.

***Next Meeting:***

- March 4<sup>th</sup> at 9:30 at Central Office