

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: January 22, 2013 11:30 a.m. City Hall Board Room

Members Present: Jim Tipple (C), Brad Karger, Gary Bezucha, Maryanne Groat, Gary Wyman, Pat Puyleart Maryanne Groat

Members Absent: Brenda Glodowski

Additional Attendees: Gerard Klein

1) CALL THE MEETING TO ORDER:

The meeting was called to order by Chairman Tipple at 11:40 a.m.

2) APPROVE MINUTES OF THE LAST MEETING (December 11, 2012):

Bezucha/Wyman moved/seconded to approve the minutes of the meeting. **Carried.**

3) DIRECTOR'S REPORTS

- i. Preliminary Budget vs. Actual as of December 31, 2012 was reviewed.
- ii. Project Status Report:
 - a. Director Klein updated the Board regarding the vacant staff positions. An offer has been verbally accepted for the Applications Manager position. The selection process continues for the Network and Help Desk positions.
 - b. Project Status Report
 - Laserfiche imaging system is live in the Register of Deeds office. The Laserfiche upgrade is now underway at North Central Health Care and in Inspections.
 - Tiburon CAD training will take place in two weeks. That project is scheduled to be completed in May.

4) DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL STAFF RESOURCES FOR NETWORK PROJECTS

Director Klein presented the Board with a list of 2013 projects and a document proposing various staffing levels to address the workload and the goals of the organization. The Board discussion focused on identifying the problem that needs to be solved. The Board wants to be able to measure the benefit of adding additional staff. The Board recommended that consistent criteria be developed to prioritize projects and a formal prioritization process be implemented. The members of the Prioritization Committee would prioritize the projects of each of their organizations. A team made up of representatives from each organization would work to prioritize enterprise projects along with projects across our customers..

The Board discussed the possibility of using contracted labor to assist CCIT staff. Director Klein informed the Board on the pros and cons of using contracted labor based on past experience.

The Board discussed the potential benefits of a project manager.

5) DISCUSSION AND POSSIBLE ACTION ON SELECTION OF A NEW CCITC CITIZEN BOARD MEMBER

The Board had been notified that Jerry Mourey has resigned from his position on the Board. The Board discussed the expertise that they would like a new member to bring to the Board. The Board members will develop a list of potential candidates for the next meeting where the Board will review the candidates and choose some to interview.

6) **UPDATE ON WAUSAU COMMUNITY AREA NETWORK FIBER PROJECT**

The boring was not completed. There was a delay at the Library and the frost is too deep. The boring will be completed this spring. There was ice in some of the conduit, so the fiber pulls were not completed. The WCAN Board approved funds to get access to the WCAN from the North Central Technical College Farm.

7) **DISCUSSION AND POSSIBLE ACTION ON CHANGE TO PERSONNEL POLICY REGARDING INSURANCE ELIGIBILITY**

The proposed change is as follows:

Employees hired on or after January 1, 2013 will need to work thirty (30) hours per week (75% FTE employee allocation) or more to be eligible for health and dental insurance.

Employees hired before January 1, 2013 working less than thirty (30) hours per week (75% FTE employee allocation) and are currently enrolled in the health or dental plan will be grandfathered into these plans for 2013. After December 31, 2013, all employees must meet the thirty (30) hour per week (75% FTE employee allocation) minimum to qualify for health and dental insurance.

Karger/Bezucha/ moved/seconded to approve the change to the personnel policy.
Carried.

8) **NEXT MEETING DATE, TIME, AND LOCATION:**

The next meeting is scheduled February 26, 2013 at 11:30a.m. in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned at 1:00 p.m.
/a/ Maryanne Groat, Secretary