

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: April 16, 2013 11:30 a.m. City Hall Board Room

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

Members Absent: None

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 (March 21, 2013):

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

3) DIRECTOR'S REPORTS

- a. Vacant Staff Positions: Director Klein updated the Board regarding the vacant staff positions. Ian Rasmussen began as a Network Analyst effective April 15th. The Database Administrator position was reposted. Interviews are scheduled for next week.
- c. Director Klein informed the Board that a dismissal was received in the Employment Discrimination claim.
- d. Prioritization Process: Director Klein provided the Board with the updated project list that the Prioritization Team is working on. Director Klein updated the Board the process that is being used by the Prioritization Team. Director Klein highlighted all of the new project requests that have been received since the prioritization process began. The Board was provided with a list of projects that are at risk of not being completed. A process is being developed for submission of new IT requests that would create documentation that would be evaluated by the prioritization committee.

Maryanne Groat suggested that a change be made to the CIP process to include an analysis of whether a project would have the necessary manpower resources available to complete it if the project receives funding. Brad Karger suggested that each of the partners prioritize the projects of their organization before the projects are submitted to the prioritization committee.

The Board discussed the potential advantages of having a project manager. Director Klein indicated to the Board that CCIT may have some available staff resources that could take on some of this responsibility.

- e. Project Status Reports
 - Tiburon CAD System Upgrade: The update was completed last week. There are still some issues that need to be resolved. The PRMS upgrade for the law enforcement system will begin in 5-6 weeks.

4) DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL PC INSTALLATION SERVICES

There are about 700 Windows XP machines that need to be replaced by April 2014. Microsoft will cease doing security updates on Windows XP at that time. The current CCIT staff has the capacity to replace about 350 machines. Director Klein provided the Board with two options. CCIT could hire and LTE employee or the contract the installation service to an outside vendor. After discussion Director Klein will proceed with the selection of a contractor to provide the PC installation service.

5) **DISCUSSION AND POSSIBLE ACTION ON SELECTION OF A CCIT CITIZEN BOARD MEMBER**

Gary Bezucha is trying to contact John Tubbs and speak with him about the CCIT Board position and see if he is interested.

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

Fiber installation must be completed by the end of May. There are several miles of fiber that need to be installed. The ground must thaw before the contractors can complete the installation. The WCAN should be operational by the end of July.

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

The next meeting is scheduled May 28th, 2013 at 3:30p.m. in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned at 12:50p.m.

/a/ Maryanne Groat, Secretary