

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: May 28, 2013 3:30 p.m. City Hall Board Room

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

Members Absent: Brad Karger, Brenda Glodowski

Additional Attendees: Gerard Klein, Michael Loy

1) CALL THE MEETING TO ORDER:

The meeting was called to order by Chairman Tipple at 3:30 p.m.

2) APPROVE MINUTES OF THE LAST MEETING (April 16,2013):

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

3) 2012 AUDIT: Presentation by CliftonLarsenAllen LLP. The auditors were unable to attend the meeting. The 2012 audit presentation will take place at the June 25th meeting.

4) ANNUAL ELECTION OF OFFICERS:

Brad Karger nominated as Chairperson.

Jim Tipple nominated as Vice Chairperson.

Maryanne Groat nominated as Secretary/Treasurer.

All of the nominations were carried by a unanimous ballot.

5) DIRECTOR'S REPORTS:

a. Database Administrator Position

Director Klein updated the Board regarding the database administrator position. Dave Schumann is retiring and CCIT has been unsuccessful in filling the position. Director Klein has received proposals from three companies to provide contracted database administration services. Director Klein has performed due diligence interviews on the references for these companies. CCIT will sign a one year contract for database administration services and will review the program in about 9 months. If it not working well, we will repost a DBA position and interview.

b. Prioritization Process

Director Klein informed the Board that the Project Request Form has been created and will be completed for new project requests. The department heads have been made aware of this change in process. CCIT management staff is currently developing a resource allocation schedule. The schedule will provide employees with their priorities for a 3-4 week timeframe.

c. Project Status Report

- Wausau Community Area Network Project – This project ran into a problem. Fiber installation in existing conduit under the bridge near the L&S Printing cannot be completed as planned. There are several options that are being evaluated to complete the fiber installation. In addition, the run out to the Agriculture Center of Excellence for NTC is running into cobble and rock more than expected. Director Klein went over the current expected budget numbers and forecasts for the possible costs of these last two pieces.
- Director Klein reminded the Board that Windows 7 needs to be replaced by Spring 2014 because there will be no further security updates. There are approximately 700 PCs that need to be replaced in the next 12 month. CCIT will be hiring a contractor to assist with

completing the upgrades. The best guess is that we should have about 600 of them done by the April/May timeframe.

- Law Enforcement is using aircards in the squad cars. The law enforcement community views this as a problem. In the case of a large scale emergency this technology may not work. There is a federal initiative to create a private law enforcement network, but this is a 12-15 year project. Director Klein and CCIT network staff visited the City of Eau Claire to look at their private Wi-Max Network. Private Wi-Max would replace or supplement aircards. Director Klein submitted a 2014 CIP request to pilot this technology.
- Succession Planning – Director Klein notified the Board of potential retirements. Director Klein requested guidance from the Board regarding the timing of hiring replacement staff. Director Klein will look at the possibility of implementing a notification incentive.

6) DISCUSSION AND POSSIBLE ACTION ON PROPOSED 2014 MARATHON COUNTY CIP REQUESTS:

Director Klein presented the Board with a list of 2014 CIP Projects for Marathon County. Director Klein provided additional information on some of the projects and addressed the priorities assigned to the projects. **Wyman/Puyleart moved/seconded** to approve the 2014 Marathon County CIP Project list. The priorities assigned to the projects on the list will be reviewed by the IT Prioritization Committee. **Carried.** The 2014 CIP requests as prioritized by the IT Prioritization Committee will go to the Marathon County Finance Committee in June.

7) DISCUSSION AND POSSIBLE ACTION ON PROPOSED CHANGES TO THE PERSONNEL POLICY

Director Klein summarized the update process, and addressed the change to the comp time policy. **Puyleart/Bezucha moved/seconded** to approve the personnel policy. **Carried.**

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

John Tubbs was nominated at the last Board meeting. Director Klein has met with John Tubbs and discussed the position. Due to a heavy travel schedule he may not be available for all CCIT Board meetings. **Puyleart/Bezucha moved/seconded** to appoint John Tubbs to the CCIT Board. **Carried.**

9) DISCUSSION AND POSSIBLE ACTION ON CHANGES TO STAFF POSITIONS

Director Klein provided the Board with current and proposed staff organization charts. As a result of the retirement of Dave Schumann there is a need to redistribute work duties. Duties that were previously performed by Dave Schumann will be transferred to Kevin Hart. Kevin has a tremendous workload including the supervision of 9 employees. Director Klein proposes the hiring of an IT Support Manager. This position would manage the Help Desk and the PC Technician (6 staff). The Lead Help Desk position would be eliminated. Transferring the management of the Help Desk and PC Technicians to another position would enable Kevin Hart to assume some of Dave Schumann's duties as well as manage the relationship with the database administrator contractor. **Wyman/ Puyleart moved/seconded** to approve organizational staff changes. **Carried.**

10) NEXT MEETING DATE, TIME, AND LOCATION:

The next meeting is scheduled June 25, 2013 at 11:30a.m. in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned at 5:10 p.m.

/a/ Maryanne Groat, Secretary