

## **CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)**

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

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

Members Absent: Gary Wyman, Jim Tipple, John Tubbs

Additional Attendees: Gerard Klein, Michael Loy

### **1) CALL THE MEETING TO ORDER:**

The meeting was called to order by Chairman Karger at 11:30 a.m.

### **2) DIRECTOR'S REPORTS:**

- a. Budget vs Actual as of June 30, 2013 was reviewed.
- b. Update on Prioritization Process – Director Klein presented the Board with an updated project prioritization list. There are currently 80 projects on the list and 30 projects are currently being worked on. It was noted that CCIT receives 3 new projects for every 2 projects that are completed.
- c. Retirement announcement – Lyle Schuster has notified CCIT that he will retire effective August 2, 2013. This position has been posted. We are looking for a database administrator and our current salary range is not sufficient to secure a qualified candidate. A new position in a suitable pay range will need to be created. A contractor will be performing these functions until a suitable replacement is hired. CCIT will be contracting with several outside vendors to perform the duties formally done by Lyle Schuster. Dave Schumann has agreed to return temporarily to assist with knowledge transfer to a new employee.
- d. Project Status Report

### **3) DISCUSSION AND POSSIBLE ACTION ON LAW ENFORCEMENT CONCERNS EXPRESSED AT JUNE 25<sup>TH</sup> MEETING**

At the last meeting law enforcement agencies expresses concerns regarding the cost of information technology services. This item was moved to the next board meeting.

### **4) 2014 BUDGET ASSUMPTIONS**

The Board received a list of assumptions that are currently being used to prepare the 2014 budget.

The Board discussed requiring a Cost-Benefit Analysis for new projects. The Board discussed the potential value of this analysis. The analysis would include identifying the benefits of the project, how to identify if the benefits are received and how the benefits would be measured. The actual ongoing costs of the project must also be identified.

Director Klein presented preliminary budgets based on three different scenarios. The Board members were given a detailed handout. Director Klein described the scenarios and the potential benefits of the different scenarios. There are many variables that are unknown until the vacant positions are filled. There will be a clearer picture of costs when these positions are filled and the contract labor required is known. At the current time the Board direction was to include the costs of the proposed additional positions in the 2014 budget.

### **5) DISCUSSION AND POSSIBLE ACTION REGARDING THE IMPLEMENTATION OF A RETIREMENT NOTIFICATION INCENTIVE**

The Board discussed the risks of future staff retirements and discussed how to mitigate the risk. Director Klein proposed providing an incentive for employees to give at least 60 days notice of retirement. Director Klein also suggested allowing employees that were eligible for

retirement and continue to work at least 30 hours would have no health and dental benefit proration.

The Board discussed the pros and cons of the proposed incentives and decided that they are not in favor of these incentives at this time.

The Board discussed making a policy change giving the Director discretion regarding key positions for the next two years.

**Puyleart/Bezucha moved/seconded** to change the retirement notice requirement from 30 days to 60 days. **Carried.**

**Puyleart/Bezucha moved/seconded** to change the retirement notice requirement from 60 days to 90 days to qualify for the PEHP conversion to match the City of Wausau policy. **Carried**

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

The next meeting is scheduled August 25, 2013 at 8:00a.m. in the City Hall Board Room.

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