

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: August 26, 2013 8:00a.m. City Hall Board Room

Members Present: Brad Karger (C), John Tubbs, Pat Puyleart, Maryanne Groat, Jim Tipple

Members Absent: Gary Bezucha, Brenda Glodowski , Gary Wyman,

Additional Attendees: Gerard Klein, Michael Loy

1) CALL THE MEETING TO ORDER:

The meeting was called to order by Chairman Karger at 8:00 a.m.

2) APPROVE MINUTES OF THE LAST MEETINGS(June 25, 2013 & July 30, 2013):

Puyleart proposed a typo correction to the minutes of the June 25, 2013 meeting. Puyleart/Groat moved/seconded to approve the minutes of both meetings with the one small correction to the June 25,2013 minutes. **Carried.**

3) DIRECTOR'S REPORTS:

- a. Budget vs. Actual as of July 31, 2013 was reviewed.
- b. Update on Prioritization Process – Director Klein updated the Board on the status of new requests. There are 80 projects on the list at this time.
- c. Hiring Update –Director Klein informed the Board that a new employee has been hired for database administration. Paul Halvorsen is scheduled to begin his employment on August 30th. The IT Support manager position has not been filled yet. The final candidates have taken tests to determine their strengths and weaknesses. Second interviews will be done with the final candidates.
- d. Project Status Report
 - Laserfiche Imaging Project is not complete. There are problems with the Sheriff Department conversion.
 - The Electronic Health Records project at NCHC is in high gear. Development is scheduled to be completed by the end of September. Interfaces will be tested in October & November. Go-Live is scheduled for January.
 - Cayenta 7.6 Upgrade Project costs have exceeded the original estimates.

4) DISCUSSION AND POSSIBLE ACTION ON FOX LAWSON CLASSIFICATION AND COMPENTATION STUDY

The Board was provided with a 6 year pay adjustment history along with the proposed salary ranges for IT positions. Chairman Karger provided a history of the pay grades and described the process used to establish the proposed salary ranges. Director Klein provided the Board with the rationale used to determine the salary ranges that were presented. Director Klein requested changes to two staff positions and that CCIT follow Marathon County and give employees a 2% lump sum payment in 2013. The Board discussed the importance of establishing the pay for performance implementation plan. **Karger/Puyleart moved/seconded** to approve the proposed salary ranges, 2% lump sum payment on 10/25/13 and adjustment to two positions. **Carried.**

5) DISCUSSION AND POSSIBLE ACTION ON 2014 OPERATING BUDGET

Director Klein informed the Board of the additional staff positions that are included in the 2014 budget. The Board discussed the proposed budget increase and how those increased costs could be allocated. **Groat/Puyleart moved/seconded** to approve the operating budget as presented. **Carried.**

6) **DISCUSSION AND POSSIBLE ACTION ON LAW ENFORCEMENT CONCERNS EXPRESSED AT JUNE 25TH MEETING**

The Board discussed the need to update the pricing structure for the law enforcement agencies to better represent the services that are being provided. The value of having smaller law enforcement agencies with access to the Tiburon system was examined. The Board deliberated several options for allocating costs to the outside law enforcement agencies. The Board requested that costs for these options be developed for the next meeting.

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

The next meeting is scheduled September 17, 2013 at 8:00a.m. in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned at 9:30 a.m.

/a/ Maryanne Groat, Secretary