

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

Date: November 14, 2013 11:30a.m. City Hall Board Room

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

Members Absents: John Tubbs, Maryanne Groat

Additional Attendees: Gerard Klein, Kevin Hart, Sheila Zblewski

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

The meeting was called to order by Chairman Karger at 11:35 a.m.

### **2) APPROVE MINUTES OF THE LAST MEETING**

**Puyleart/Glodowski moved/seconded** to approve the minutes of the October 15, 2013 meeting. **Carried.**

### **3) IT PRIORITIZATION PRESENTATION**

Kevin Hart and Sheila Zblewski provided the Board with an update on the prioritization process. Kevin Hart described the history of CCIT project volume and the evolution of the prioritization process. Prioritization has become crucial due the number of project requests and the limited staff resources of CCIT. Sheila Zblewski gave a detailed description of the new prioritization process including improvements that can be made to the process. The Prioritization Committee includes representatives from each organization. The Prioritization Committee will be ranking project request to determine which projects will get CCIT staff resources. The new IT Analyst position that is being recruited at this time will be taking the lead on overall project management for CCIT. Resource management is a task that Kevin Hart is actively working on for the Network Staff. The Network Staff time is in extremely high demand.

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

- a. Budget vs. Actual as of October 31, 2013 was reviewed.
- b. Tuition Reimbursement – Director Klein informed the Board that two staff members are in the process of obtaining a Bachelor's degree and several other staff members have taken classes to improve their skillset.
- c. Hiring Update –Director Klein informed the Board that CCIT has begun to schedule interviews for the two PC/Network Technician positions. The IT Analyst position has been posted and the application deadline is November 25<sup>th</sup>.
- d. Project Status Report
  - WCAN Fiber Project – Fiber install completed September 30<sup>th</sup>. Reporting has been completed. New firewalls have been ordered for the WCAN. The fiber run between the City Hall and the Courthouse needs to be completed. Director Klein would like to have the conduit installed before the ground freezes. Director Klein suggested installing the conduit using the lowest bid due to time constraints, and then putting the fiber installation out for full bid and the Board was in agreement.
  - iSeries Replacement – The operating system on the current iSeries is expiring. After evaluating the options it was determined that the most cost effective solution is to purchase a new unit. Director Klein will be looking at funding sources for the new unit and will meet with the CIP committees if necessary.
  - CJIS Audits for Law Enforcement – The audits have been completed and four issues have been identified. (1) Backups must be encrypted. (2) Offsite backup location must be certified. (3) Security of PCs that access CJIS data. (Windows Updates, Antivirus & Firewalls) (4) Two factor

authentication. CCIT is developed a plan to address these issues and that plan was approved by CJIS.

- Fire Suppression system was installed in the computer server room.

**5) DISCUSSION AND POSSIBLE ACTION ON LAW ENFORCEMENT CHARGEBACK RATES:**

Several law enforcement representatives attended the Board Meeting in June. Chairman Karger and Director Klein updated the Board on the later meeting that was held with the law enforcement chiefs to discuss the chargeback model. The consensus at the meeting was that the alternative chargeback model that included an operating allocation and the internal PC support rate for equipment is an easier model to understand. The alternative chargeback model would make it easier for the law enforcement officials to explain to their finance people. Another outcome of the meeting was that law enforcement chiefs will directly receive the Board agenda and any relevant information. **Bezucha/Tipple moved/seconded** to implement the alternative chargeback model for 2014. **Carried.**

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

The next meeting is scheduled December 17, 2013 at 11:30 a.m. in the City Hall Board Room.

**ADJOURN** – The meeting was declared adjourned at 12:30 p.m.  
/a/ Maryanne Groat, Secretary