

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: February 25, 2014 11:30a.m. City Hall Board Room

Members Present: Gary Bezucha, Gary Wyman, Pat Puyleart, Maryanne Groat, John Tubbs, Jim Tipple, Brad Karger

Members Absents: Brenda Glodowski

Additional Attendees: Gerard Klein, Michael Loy

1) CALL THE MEETING TO ORDER:

The meeting was called to order by Chairman Karger at 11:40 a.m.

2) APPROVE MINUTES OF THE LAST MEETING

Bezucha/Tipple moved/seconded to approve the minutes of the January 21, 2014 meeting. **Carried.**

3) DIRECTOR'S REPORTS:

- a. Hiring Update –Director Klein informed the Board that several positions have been filled. Dawn Mentink has been hired for the Help Desk position. Tracy Marchel has been promoted to the PC Technician position. Connie Laessig has been hired as an analyst to manage the prioritization process. Jean Kopplin has accepted the open Analyst position and will start in March. Interviews continue for the open PC Technician position. Dan Bowen has announced his retirement. His intention is to retire at the end of 2014. Director Klein informed the Board that he plans to hire his replacement as soon as possible so that knowledge transfer occur.
- b. Project Status Report
 - NCHC Electronic Health Records is scheduled to go live the first week in April. There are still some items that need to be completed.
 - CJIS Audits Issues Remediation Plan – 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. Work continues on resolving these issues.

4) DISCUSSION AND POSSIBLE ACTION ON EMPLOYEE REFERRAL PROGRAM

Director Klein presented the Board with a draft of an Employee Referral Program. Director Klein thinks the program will encourage CCIT employees to sell CCIT as a great place to work. If a referred applicant was hired the referring employee would receive a \$400 bonus to be paid after the newly hired employee completes 60 days of employment. **Tipple/Bezucha moved/seconded** to approve the Employee Referral Program. **Carried**

5) DISCUSSION ON UPDATED CORE VALUES

The Board received a draft of the updated CCIT Core Values. A cross section of CCIT employees was involved in updating the core values. Director Klein outlined the changes that were made to the core values.

6) DISCUSSION AND POSSIBLE ACTION ON PERSONNEL POLICY

The Board was provided with a list of the changes to the personnel policy along with a complete personnel policy. Director Klein discussed the changes with the Board. **Bezucha/Puyleart moved/seconded** to approve the Personnel Policy. **Carried.**

7) NEXT MEETING DATE, TIME, AND LOCATION:

The next meeting is scheduled March 25, 2014 at 11:30 a.m. in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned at 12:05 p.m.
/a/ Maryanne Groat, Secretary