

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: May 20, 2014 11:30a.m. City Hall Board Room

Members Present: Brad Karger (C), Gary Bezucha, Pat Puyleart, John Tubbs, Brenda Glodowski,

Members Absents: Jim Tipple, Kurt Gibbs, Maryanne Groat

Additional Attendees: Matt Hildebrandt, Rick Abreu, Kevin Hart

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

Tubbs/Puyleart moved/seconded to approve the minutes of the February 25, 2014 meeting. **Carried.**

3) ANNUAL ELECTION OF OFFICERS

This item was postponed until the next board meeting.

4) DISCUSSION ON ESTABLISHMENT OF MARATHON COUNTY TECHNOLOGY STANDING COMMITTEE

Marathon County has established a Technology Standing Committee. Brad Karger described the new committee to the CCIT Board. Marathon County would like the Chairman of the Technology Committee to be Marathon County's representative on the CCIT Board instead of the Marathon County Board Chair. This will require a change to the CCIT Bylaws.

5) DISCUSSION AND POSSIBLE ACTION ON A CHANGE TO CCIT BYLAWS REGARDING MARATHON COUNTY REPRESENTATION ON THE CCIT BOARD

This item was postponed until the next board meeting.

6) MARATHON COUNTY'S NEEDS TO INCREASE IT CAPACITY – OUTCOMES FROM OFFSITE PLANNING MEETING

Marathon County has LEAN projects that cannot be completed due to a lack of IT capacity. In addition departments have expressed concerns regarding a lack of IT capacity which impacts their ability to meet operational needs. Karger hopes to allocate additional funding to IT in the next budget. There are several options that need to be considered. The options are:

- Include IT contractor costs in future capital projects
- Hire additional CCIT staff
- Departments hire IT Staff
- Combination of all of the above

7) DIRECTOR'S REPORTS:

- a. Hiring Update – Several new employees have joined CCIT. Chue Tao is the new PC Technician. Jean Kopplin is our new IT Analyst. Daryn White is the new Law Enforcement Analyst. Joe Thompson was hired as a Database Administrator. An IT Analyst position remains open at this time.
- b. Project Status Report
 - Windows XP Eradication – Rick Abreu updated the Board on the status of this project. Contract labor was used to help install equipment in order to get the volume of installation done that was necessary. Most of the equipment has been replaced. Law Enforcement mobile units are currently being replaced. Currently 95% of the Windows XP PCs have been replaced. By the end of June only a few Windows XP machines will remain.
 - NCHC Electronic Health Records System – TIER go live April 1st – Progress is being made on the outstanding issues.
 - Director's Work Plan – Director Klein provided the Board with a Work Plan for CCIT. The plan includes 7 core strategies that address organizational development. Director Klein and the Board discussed the 7 core strategies. The Board suggested removing core strategy #6 since it is a project.
 - Leadership Development Training Update and Pay for Performance Plan – Director Klein describes the training that CCIT managers have received as

part of the Leadership Development training. The performance appraisal form has been redone to prepare for pay for performance. Karger described how pay for performance will be implemented for Marathon County.

- Remodeling Plans – Director Klein outlined the remodeling plans. The new layout will address issues with the current Help Desk design.

8) DISCUSSION AND POSSIBLE ACTION ON CAPITAL IMPROVEMENT PLANS

The Board was provided a list of 2015 CIP request. Director Klein gave a brief summary of each request. Kevin Hart explained costs and the justification for the Server 2003 Eradication CIP request.

9) ROLL CALL VOTE TO BEGIN CLOSED SESSION pursuant to Section 19.85(1)(c) of the Wisconsin statutes for the purpose of considering the following

- a) Performance Review of Director

Karger distributed summaries of Director Klein's performance appraisal to the Board members. Discussion of this item was postponed until the next board meeting.

10) NEXT MEETING DATE, TIME, AND LOCATION:

The next meeting is scheduled July 1, 2014 at 1:00p.m. in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned at 1:00 p.m.

/a/ Maryanne Groat, Secretary