

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

Date: July 22, 2014 11:30 a.m. City Hall Board Room

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

Members Absents: John Tubbs

Additional Attendees: Gerard Klein, Mike Lensmire

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

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

### **2) APPROVAL OF THE MINUTES OF THE MAY 20<sup>TH</sup> AND JULY 1<sup>ST</sup> MEETINGS**

**Hildebrandt/Bezucha moved/seconded** to approve the minutes of the May 20<sup>th</sup> and July 1<sup>st</sup> meetings. **Carried.**

### **4) PRESENTATION BY CLIFTONLARSENALLEN LLP**

Mike Lensmire presented the 2013 Financial Audit results. The Board was informed that CCIT received a clean audit opinion. **Bezucha/Karger moved/seconded** to approve the 2013 Financial Statement Audit. **Carried.** Mike Lensmire suggested two improvements related to the accounting functions at CCIT. (1) Improved controls/review of journal entries. (2) CCIT accountant prepare the annual financial statements with the auditors simply reviewing them at the time of the audit. The Board instructed Director Klein to address these items at a subsequent board meeting.

### **5) DIRECTOR'S REPORTS**

- a) Staffing Update –Joe Thompson has returned to the database administrator position. Jacque Axland has retired. The IT Analyst position posting closed and interviews will begin as quickly as possible.
- b) Project Status Reports
  - Director Klein updated the Board on the status of 2015 CIP requests.
  - The new storage has been ordered. A Request for Proposal was used to select the vendor. HP employees will install the unit.
  - Law Enforcement Air Cards – The air cards that are currently being used are in limited supply. CCIT has been testing Cradlepoint units from Cellcom as a replacement to the aircards. Testing has indicated coverage problems with these units. CCIT staff will be testing units from other carriers.
  - Courthouse Assembly Room – The electronics for the room are expected to be completed by Friday July 25<sup>th</sup>.

### **6) PRELIMINARY 2015 BUDGET**

Director Klein informed the Board that CCIT will prepare two budget options for 2015. One budget will be based on the current staff level at CCIT and the second budget option will include two additional staff positions that address backlog of IT projects.

### **7) DISCUSSION ON THE DEVELOPMENT OF A 5 YEAR STRATEGIC PLAN**

Chairman Puyleart solicited Board input on how to proceed with the development of the strategic plan. The Board instructed Director Klein to find a facilitator for this process.

### **8) NEXT MEETING DATE, TIME AND LOCATION**

The next meeting is scheduled for September 2, 2014 at 7:30 am in the City Hall Board Room.

**ADJOURN** – The meeting was declared adjourned at 12:33 p.m.

/a/ John Tubbs, Secretary