

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: September 2, 2014 7:30 a.m. City Hall Board Room

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

Additional Attendees: Gerard Klein, Greg Hagenbucher

1) CALL THE MEETING TO ORDER:

The meeting was called to order by Chairman Puyleart at 7:35 a.m.

2) APPROVAL OF THE MINUTES OF THE JULY 22ND MEETING

Hildebrandt/Tipple moved/seconded to approve the minutes of the July 22nd meeting.
Carried.

3) DIRECTOR'S REPORTS

- a) Time Study Data – The Board reviewed YTD time study data. Director Klein pointed out that the data supports the current operating expense allocation.
- b) Staffing Update – Heather Giddings has accepted the IT Analyst position. Her first day is scheduled for September 29th.
- c) Update on Auditor's Recommendations
 - Journal Voucher documentation will now include all supporting documents.
 - Preparation of annual financial statements – Carol Langbehn will receive a template from the auditors and will complete the annual financial statements.
 - Status on the Prioritization Process – Currently tracking 54 open projects. Director Klein highlighted some of the completed projects. Director Klein informed the Board that CCIT staff is currently working on 11 projects/issues that were not part of the prioritization process. These projects were the result of break/fix issues and department needs. The law enforcement agencies have requested that we begin the process of looking for a new law enforcement software vendor. There are a number of concerns with the current vendor.
- d) Project Status Reports
 - Storage System – The new storage system has been installed at CCIT. The previous storage units have been installed at the Courthouse and North Central Health Care to expand storage capacity at those locations.

4) DISCUSSION OF PC/NETWORK AND PHONE SUPPORT RATES

The Board was provided with projections for both the PC/Network and Phone support funds. The projections indicate that in 2015 expenses in both funds may exceed revenue. Rates will not be increased in 2015, and any excess expenses will just be deducted from the 2014 year end fund balances.

5) PROPOSED 2015 BUDGET

The Board was presented with a proposed 2015 Operating Budget. The operating budget includes additional staff for 2015. The Board discussed the staffing resources needed by CCIT to meet the needs of their customers. The Board suggested taking a more detailed look at the time study data to see if resource limitations can be validated by the data. Brenda Glodowski suggested revising the budget with the additional staff being added as of July 1st versus January 1st. This would enable the strategic planning process to be completed prior to the addition of any new staff. **Karger/Groat moved/seconded** to approve 2015 Budget with the change to the start dates for the additional staff.
Carried. The Board will be provided with updated documents reflecting this change.

6) DISCUSSION ON THE DEVELOPMENT OF A 5 YEAR STRATEGIC PLAN

Director Klein informed the Board that he has found a potential consultant to facilitate the Strategic Planning Process. The consultant is not available until early 2015. The Board directed that the strategic plan be completed by June 1, 2015.

7) NEXT MEETING DATE, TIME AND LOCATION

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

ADJOURN – The meeting was declared adjourned at 8:45 a.m.

/s/ John Tubbs, Secretary