

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: March 3, 2015 7:30 a.m. City Hall Board Room

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

Members Absent: Brenda Glodowski, John Tubbs

1) CALL THE MEETING TO ORDER:

The meeting was called to order by Pat Puyleart at 7:30 a.m.

2) APPROVAL OF THE MINUTES OF THE FEBRUARY 3, 2015 MEETING

Hildebrandt/Groat moved/seconded to approve the minutes of the February 3rd meeting. **Carried.**

3) Karger/Puyleart moved/seconded to go into CLOSED SESSION pursuant to Section 19.85(1) (c) (f) Wis. Stats. for the purpose of considering financial, medical, social or personal histories of specific persons, which if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories and discussion of employment status of Commission employee over which the Commission exercises jurisdiction including discussion of employee staffing matters
Puyleart – Yes; Karger – Yes; Hildebrandt – Yes; Tipple – Yes; Bezucha – Yes; Groat – Yes. **Carried.**

4) ANNOUNCEMENT OR ACTION RESULTING FROM THE CLOSED SESSION

Bezucha/Karger moved/seconded to follow the recommendations of legal counsel. Motion passed unanimously.

5) DIRECTOR'S REPORTS

a) Project Status Reports

- 2003 Server Decommission Project is underway
- Phone upgrade has been completed. The upgrade required the rebuild of servers and several battery caches were replaced.
- A company has been hired to perform a security assessment. The assessment has already identified two significant vulnerabilities. CCIT staff is working on the resolution of those issues. A full security report will be presented to the Board at a future date.
- The final Tiburon upgrade is scheduled for March 17th. The process of finding a new law enforcement vendor will begin shortly.

b) Staffing Update:

- Database Administrator job has been reposted.
- There are three interviews scheduled for the Network Manager posting.

c) Report on Employee Strengthsfinder Assessment

- Director Klein explained the survey and how the employee strength information will be used within the department.

d) Follow-up Recommendations from Lighthouse Consulting

- CCIT will be conducting an employee survey. Lighthouse will lead a team of CCIT employees in developing a survey to clearly identify issues within the department. Lighthouse will also do some employee coaching.

6) STRATEGIC PLANNING DISCUSSION

Director Klein informed the Board that we are still looking for a consultant to facilitate the process. The Board discussed the questions that were sent in preparation for this meeting.

What results do we seek from the plan?

The plan should be an instrument that guides future decision making. It should enhance organizational performance and efficiency. It should include a financial plan that smoothes out future increases.

How will CCIT's strategic plan fit with those of the partners?

CCIT's plan should support the strategic plans of the partners. Marathon County and NCHC are currently working on their strategic plans.

What are the needs, wants and expectations the partners have for CCIT now and in the future?

- Cloud Solutions (Software as a Service)
- Interface Skills
- Analysts to work with departments to solve business problems
- Legal work – Contracts for legal services related to data.
- Security – Demand for mobility
- Employee education to limit the reliance on the Help Desk.

What are the priority issues that should be addressed in the strategic plan?

- Limited Resources – Both financial and human resources. Increasing demand for technology resources.
- Communication – Ongoing conversations
- We need to define the relationship between CCIT and its partners. Is it a collaborative or dependent relationship?
- Leverage benefits of shared systems
- Cyber Threats – How do we manage our risks?
- Funding – Operating vs. Capital

What benefits are we looking to attain through the strategic planning process?

- Ability to handle increased demand
- Justifiable cost allocation among partners
- Confidence that CCIT will be able to support the needs of the partners
- Improve the ability to measure the return on investment

7) NEXT MEETING DATE, TIME AND LOCATION

The next meeting is scheduled for April 7, 2015 at 7:30 a.m. in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned at 8:55 a.m.

/a/ John Tubbs, Secretary