

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: August 4, 2015 7:30 a.m. City Hall Board Room

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

Members Absent: Brad Karger, Maryanne Groat, Gary Bezucha

Additional Attendees: Rebecca Frisch

1) CALL THE MEETING TO ORDER:

The meeting was called to order by Pat Puyleart at 7:33 a.m.

2) APPROVAL OF THE MINUTES OF THE JULY 7, 2015 MEETING

Karger/Tubbs moved/seconded to approve the minutes of the July 7th meeting.
Carried.

3) DIRECTOR'S REPORTS

a) Project Status Reports

- The Windows 2003 server eradication project is wrapping up. About 75% of the servers have been replaced.
- Laserfiche project is close to being complete.

b) Staffing Update

Paul Roever has accepted the Network Analyst position. His start date is August 24th. The Applications Analyst job is currently posted. This job closes in two days.

c) By-Law Update – Director Klein presented the proposed change regarding the appointment of Board representation. The Board members were asked to review the language and provide their input at the next meeting. This will be on the September 1st meeting agenda for final approval.

4) DISCUSSION AND POSSIBLE ACTION ON 2016 OPERATING BUDGET

Director Klein reviewed the 2016 operating budget. He outlined the cost increases that account for the budget increase. Director Klein reviewed the 2016 CIP requests that have been ranked and approved. Three joint projects that are at risk of not being fully funded were highlighted. The in-house developed Land Records application must be replaced. The replacement of this system will involve the installation of multiple applications.

Rebecca Frisch, Director Conservation, Planning & Zoning discussed the Land Records application replacement. She discussed the critical nature of this system for the collection of taxes. The plan is to issue a Request for Proposal for the system replacement by the end of 2015.

Karger/Hildebrandt moved/seconded to approve the 2016 operating budget. **Carried.**

5) STRATEGIC PLANNING REVIEW

The Board discussed how the Strategic Plan defines the process the will address the budget. Puyleart asked the Board if the prioritization process is defined sufficiently to address the concerns related to budget approval for projects. The Board discussed the importance of communicating with governing bodies of the Commission members.

The Board discussed the benefits of the City of Wausau having their own Information Technology Committee.

6) NEXT MEETING DATE, TIME AND LOCATION

The next meeting is scheduled for September 1, 2015 at 7:30 a.m. in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned 8:45 a.m.
/a/ John Tubbs, Secretary