

## CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: March 1, 2016 7:30 a.m. City Hall Board Room

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

Members Absent: Gary Bezucha

Additional Attendees:

### 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 JANUARY 5, 2016 MEETING**

**Glodowski/Tipple moved/seconded** to approve the minutes of the January 5<sup>th</sup> meeting.  
**Carried.**

### 3) **DIRECTOR'S REPORTS**

#### a. Project Status Reports

- i. Status of Vision Contract for City Assessment Software – Project was originally scheduled to be completed in March 2015. Since that date the company has missed several completion deadlines. Director Klein recommended that the contract with this vendor be cancelled. The City Council has decided to move forward with implementation. A new project plan has not been received yet.

As a result of this contract the Board questioned how contracts should be named in the future. The Vision contract names CCIT, but the City of Wausau is currently deciding to proceed with the contract against the recommendations of the CCIT Director. The Board will discuss how contracts are named at a future meeting.

**Karger/Tipple moved seconded** to request Vision provide a final completion date. **Carried.**

- ii. Laserfiche Project Update – Phase 1 of the project is complete. Phase 2 will include a forms engine, additional implementations of work flows and a software upgrade.
- iii. Election System Implementation – The new equipment was used in the February election. There is additional work that will need to be completed before the April election.
- iv. Update on Open Positions – Denise King left CCIT. Her Network Analyst Position has been posted. Jim O'Neill retired yesterday. Dawn Mentink from the Help Desk has been promoted to PC Technician and a Help Desk position will be posted soon.
- v. Cloud Contracts – Director Klein described the difficulties he has encountered while trying to negotiate contracts with Cloud Service providers. Director Klein solicited Board suggestions related to Cloud contract negotiations.
- vi. Broadband Update – Meetings are taking place with vendors. The vendors are outlining their plans to expand coverage to rural areas.
- vii. WCAN – The federal government is auditing the grant used to establish the WCAN. Stewart Avenue will be reconstructed this summer and a portion of the fiber will need to be moved.

#### b. Strategic Plan Update

- i. Director Klein reviewed the Strategic Plan Performance Dashboard with the Board. The Board approved of the structure of this document.

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

The next meeting is scheduled for April 5, 2016 at 7:30 a.m. in the City Hall Board Room.

**ADJOURN** – The meeting was declared adjourned 8:30 a.m.

/a/ John Tubbs, Secretary