

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

Date: April 5, 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

Members Absent: Gary Bezucha, Matt Hildebrandt

Additional Attendees:

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

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

### **2) APPROVAL OF THE MINUTES OF THE MARCH 1, 2016 MEETING**

**Karger/Tubbs moved/seconded** to approve the minutes of the March 1<sup>st</sup> meeting. **Carried.**

### **3) ANNUAL ELECTION OF OFFICERS**

Pat Puyleart nominated as Chairperson.

John Tubbs nominated as Vice Chairperson.

Brad Karger nominated as Secretary/Treasurer.

All of the nominations were carried by a unanimous ballot.

### **4) DIRECTOR'S REPORTS**

#### a. Project Status Reports

i. Audit was completed last week.

ii. iSeries Contract was signed last week. The hosted solution will be used temporarily until all applications running on the iSeries are replaced. The Data Center is HIPAA and CJIS certified.

#### b. Update on Vacant Staff Positions

i. Promoted Dawn Mentink to PC Technician

ii. HelpDesk Position interviews are underway

iii. Network Analyst Position – 2<sup>nd</sup> Interviews are next week.

#### c. 2017 Capital Improvement Program Requests

IT Staff are contacting customers to gather CIP requests. The preliminary list will be presented at the May Board meeting with final approval at the June Board Meeting.

#### d. Status of Vision Contract – City Assessor

At Finance Committee on March 22<sup>nd</sup> Jeremy Ray recommended getting out of the contract. This contract is going before the full City Council next week. Director Klein is gathering information from the other customers that have entered into contracts with VGSI.

#### e. Laserfiche – Phase 2

This software will be upgraded to the latest version. Once the upgrade is completed IT staff will focus on the workflow requests.

### **5) UPDATE ON RESTRUCTURING OF IT RESOURCES FOR NORTH CENTRAL HEALTH CARE**

NCHC hired a consult to evaluate their IT structure. The consultant recommended NCHC hire an IT Director. Sheila Zblewski has been named the interim IT Director.

### **6) DISCUSSION AND POSSIBLE ACTION ON WHO IS NAMED IN FUTURE SOFTWARE CONTRACTS**

The concern is that CCIT is responsible for implementation without total control over the decisions related to the contract. The current situation with the VGSI contract has brought focus to this issue. The Board discussed the implications of how contracts are named. The Board discussed using the project charter as a tool for managing contracts and the related resources. Single entity contracts will be in the name of that organization. Shared contracts will have CCIT named in the contract.

### **7) DISCUSSION OF 2017 BUDGET APPROACH FOR COMMISSION MEMBERS**

At the present time the organizations do not have clear direction on the 2017 budget.

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

The next meeting is scheduled for May 3, 2016 at 7:30 a.m. in the City Hall Board Room.

**ADJOURN** – The meeting was declared adjourned 8:35 a.m.  
/a/ Brad Karger Secretary