

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

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

Members Present: Pat Puyleart (C), John Tubbs, Brenda Glodowski, Maryanne Groat, Brad Karger, Michael Loy, Robert Mielke, Kurt Gibbs

Members Absent:

Additional Attendees: Julie Henrichs, Joy Palmer (CliftonLarsenAllen LLP)

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

The meeting was called to order by Pat Puyleart at 7:31a.m.

2) **APPROVAL OF THE MINUTES OF THE May 3,2016 MEETING**

Loy/Mielke moved/seconded to approve the minutes of the May 3rd meeting. **Carried.**

3) **CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF 2015 FINANCIAL STATEMENT AUDIT**

Joy Palmer recapped the Financial Statements. The biggest change is the GASB 68 implementation. The changes are detailed in Note 11. Joy Palmer pointed out that \$557,608 was uninsured at December 31, 2015. She suggested that a nightly account sweep is an option.

Management letter reports an inadequate segregation of duties. This has been identified in prior year's audits. It was recommended that quarterly financials be presented to the Board and monthly check listings be sent to the Finance Directors. This would provide additional oversight. **Groat/Glodowski** moved/seconded to approve the Financial Statement Audit with the recommendation of receiving quarterly financial reports presented to the board starting June 30. Carried. The Board also directed Mr. Klein to research with our current bank whether they offer sweep accounts to minimize FDIC under insurance. Ms. Groat also pointed out that Note 2 identifies that the State of Wisconsin insures municipalities for \$400,000 in addition to the \$250,000 insured by the FCIC.

4) **DIRECTOR'S REPORT**

a) Project Status Reports

- Cancellation of VGSI Contract – City Council voted to cancel the contract on May 21st. Notified the VGSI verbally the next day. CCITC will be issuing an RFP by the end of June. When the City Attorney returns from vacation a letter will be sent notifying VGSI that they are in breach of contract.
- Laserfiche Issues Related to the Upgrade – Conversion from IMS/21 to Laserfiche took almost two years. Once the conversion was complete we moved forward with the Laserfiche upgrade to version 9.2. Since this upgrade some searches are very slow. The vendor now wants us to upgrade from version 9.2 to 10.1 to solve the search performance problem. There are concerns about upgrading to version 10.1.
- Fiber Location Services – Recently signed with Digger's HotLine. Biggest risk this summer is Kent Street/Stewart Avenue construction.
- New Hires: Danè Kudronowicz (Helpdesk) and Scott Young (Network Analyst)

b) Management Update – Julie Henrichs gave a presentation on her staff and their responsibilities. Services provided by her team were outlined. Julie also updated the Board on current and future technology projects for her team.

4) **DISCUSSION ON STARTING A NEW WORK PLAN** – Moved to June 10th Meeting

5) **DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF 2017 CIP REQUESTS**

Director Klein presented the Board with the list of proposed 2017 CIP projects. Kurt Gibbs spoke regarding the recent merger of the Technology Committee with the Infrastructure Committee. The combined Committee was not ready to approve the 2017 CIP requests. Director Klein outlined the requests for the Board. **Karger/Glodowski** moved/seconded to approve the 2017 CIP Requests. **Carried.**

Roll Call Vote to Begin Closed session was published incorrectly, (s/b 19.85(1)(g)). Director Klein asked that agenda items 4,6,7,8 be moved to a meeting scheduled for June 10th 9-10am City Hall Board Room.

- 6) **ROLL CALL VOTE TO BEGIN CLOSED SESSION** pursuant to Section 19.85(1)(c) of the Wisconsin statutes for the purpose of considering the following:
 - a) Employment Discrimination Claim and Insurance Coverage
- 7) **RECONVENE INTO OPEN SESSION**
- 8) **POSSIBLE ANNOUNCEMENTS ON MATTERS DISCUSSED IN CLOSED SESSION**
- 9) **DISCUSSION RELATED TO APPROACH TO 2017 INSURANCE** – Moved to July 5th Meeting
- 10) **NEXT MEETING DATE, TIME AND LOCATION**
Next meeting is July 5, 2016 at 7:30am in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned 8:58 a.m.
/a/ Brad Karger Secretary