

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: August 2, 2016 7:30 a.m. City Hall Board Room

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

Members Absent: Maryanne Groat, Brad Karger

Additional Attendees: Rick Abreu

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 June 7, 2016 MEETING**

Mielke/Glodowski moved/seconded to approve the minutes of the June 7th meeting. **Carried.**

3) **DIRECTOR'S REPORT**

a) Financial Report – The Board reviewed the Budget vs Actual Report

b) Project Status Reports

- Update on VGSI Contract – City Council voted to cancel the contract on May 21st. The City brought back the previous Assessor who requested the contract move forward. The City Council met in closed session and decided to move forward with cancelling the contract. The RFP for the replacement system will be issued soon.
- Law Enforcement Project – Demos have been scheduled with 3 of the RFP respondents. The plan is to have a contract signed with a vendor by the end of the year. We are on schedule to meet this date.
- Land Records System – Julie Henrichs is working with Diane Hanson to finalize this RFP.

c) Update on Vacant Staff Positions –Chue Thao was promoted to our open Network Analyst position. Interviews are being scheduled for the PC/Network Technician position.

d) EEOC Claim Update – Director Klein updated the Board on the status of insurance coverage related to these claims. Director Klein will meet with legal counsel this week to clarify the next steps. No mediation date has been set at this time.

4) **DISCUSSION AND POSSIBLE ACTION ON 2017 PRELIMINARY OPERATING BUDGET**

The Board was provided with a preliminary estimate of the 2017 operating levy for the Commission members. Director Klein outlined the major impacts to the 2017 operating budget. **Glodowski/Tubbs moved seconded** to approve the 2017 operating budget as presented. **Carried.**

5) **DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF 2016 PAY FOR PERFORMANCE MATRIX**

Director Klein discussed the matrix and the rationale used to develop the matrix. The matrix is unchanged from 2016. There was a matrix added to address employees promoted during the pay for performance period. Details of how this matrix will be applied are included on the document. **Loy/Tubbs moved seconded** to approve the 2016 Pay for Performance Matrix as presented. **Carried.**

6) **DISCUSSION ON DEVELOPING A NEW WORK PLAN OR USING THE STRATEGIC PLAN AS THE BASIS FOR THE 2017 WORK PLAN**

Director Klein showed the Board a previous work plan and a strategic plan update. Board input was solicited on what format the Board would prefer for tracking progress on CCIT objectives and initiatives. The Board indicated that the format used for the strategic plan updates is acceptable.

7) **NEXT MEETING DATE, TIME AND LOCATION**

Next meeting is September 6, 2016 at 7:30am in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned 8:45 a.m.

/a/ Brad Karger Secretary