

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: October 4, 2016 7:30 a.m. City Hall Board Room

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

Members Absent:

Additional Attendees: Rick Abreu,

CALL THE MEETING TO ORDER:

The meeting was called to order by Pat Puyleart at 7:30 a.m.

1) APPROVAL OF THE MINUTES OF THE August 30, 2016 MEETING

Gibbs/Mielke moved/seconded to approve the minutes of the August 30th meeting. **Carried.**

2) DIRECTOR'S REPORT

a) Project Status Reports

- Land Records RFP is being reviewed by legal.
- Assessment Software RFP was released and vendor questions are being answered.
- Law Enforcement System selection is underway. Demos have been held. Vendors are coming back for a second time to address questions. The next step will be on-site visits.
- CISCO hardware upgrades are taking place.

b) 3rd Quarter Budget vs. Actual Report – Board reviewed this report there were no questions.

c) Update on Vacant Staff Position – George Hoy started today as the new PC/Network Technician.

d) EEOC Claim Update – Mediation was cancelled. Mediation has been stopped and CCITC will be filing a position paper this week.

e) Strategic Plan Update – The Board reviewed a document outlining the status of the strategic plan initiatives and the corresponding tasks. There were no questions.

f) Priority Based Budgeting – Karger defined priority based budgeting and described the process that is being done by the County. The Board reviewed a document that was created for Marathon County's priority based budgeting. The document distributed the County's share of the CCITC's 2017 budget to each of the services provided by CCITC.

g) 2017 Board Meeting Schedule – First Tuesday of the Month @ 7:30am

h) November Board Meeting – Reschedule to November 8th.

3) DISCUSSION RELATED TO CCITC'S ELIGIBILITY FOR 2017 CITY OF WAUSAU HEALTH AND DENTAL INSURANCE

Chairman Puyleart moved this agenda item to before the Bylaw discussion. Mielke outlined the events that took place last week related to CCITC's eligibility for City of Wausau health and dental plans for 2017. CCITC will remain on the plans for 2017. Future participation is unclear at this time. Puyleart recapped the current relationship and the costs that are being paid by CCITC.

4) DISCUSSION AND POSSIBLE ACTION ON AN UPDATE TO THE CCITC BYLAWS TO INCLUDE MORE DETAILED LANGUAGE FOR INSURANCE RESPONSIBILITIES AND SERVICES PROVIDED BY CITY AND COUNTY TO CCITC

Director Klein presented the Board with draft agreements for services.

- Agreement between CCIT and Marathon County for Legal Support Services – Groat suggested including language for being billed time and materials.
- Update introduction to include language like Human Resources Contract.
- Loy suggested adding indemnification language to both contracts.
- CCIT Contract to Obtain Human Resources Support Services from Marathon County. Klein recommended a monthly charge be established.

- Section 6 – Insurance (By-Law Amendment)
- Director Klein suggested Business Associate Agreements be developed between CCITC and its customers.

5) NEXT MEETING DATE, TIME AND LOCATION

Next meeting is November 8, 2016 at 7:30am in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned 8:40 a.m.
/a/ Brad Karger Secretary