

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

Date: August, 7 2018 7:30 a.m. City Hall Board Room

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

Members Absent: John Tubbs

Additional Attendees: Rick Abreu, Dale Schirmacher, Jane Heil

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

The meeting was called to order by Pat Puyleart at 7:32a.m.

#### **1) APPROVAL OF THE MINUTES OF THE JUNE 12, 2018 MEETING**

**Loy/Glodowski moved/seconded** to approve the minutes of the June 12<sup>th</sup> meeting. **Carried.**

#### **2) CONSIDERATION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE 2017 FINANCIAL STATEMENT AUDIT**

Joy Palmer, CPA, Director from CliftonLarsenAllen LLC presented the 2017 financial statement audit report. **Glodowski/Mielke moved/seconded** to approve the 2017 Financial Statement Audit. **Carried.**

#### **3) DIRECTOR'S REPORT:**

- a) Budget vs. Actual – July 31, 2018
- b) 2018 Performance Recognition Matrix – New option allowed staff to exchange lump sum payment for Paid Time Off (PTO). Approximately one third of the eligible staff selected the PTO.
- c) Project Status Reports
  - Law Enforcement Project Update – Some enhancements are not available on current versions, they will be available on v18.3. Currently 18.3 is about 3 weeks behind, with that, the go-live is pushed back 3 weeks to Nov. 12.
  - Assessment Software Update – This project is slightly behind schedule currently looking at August 27<sup>th</sup> for go- live.
  - MFD – County and NCHC installed. Chargebacks are currently being discussed. City contract is ready for a signature. City installs are scheduled for late Aug. or early Sept.
  - 911 RFP – 9 responses, would like to narrow down to 3-4.

#### **4) PRELIMINARY 2019 OPERATING BUDGET** – The Board was presented with a preliminary estimate of the 2019 operating budget. Director Klein outlined the major factors that have impacted the 2019 operating budget. Dale Schirmacher provided the Board with the potential cost implications related to Microsoft licensing in the next few years. An updated 2019 budget draft will be provided at the September meeting.

#### **5) GOALS AND/OR WORKPLAN FOR THE CCITC DIRECTOR** – Brad Karger described the process used for his work plan with the County Board. Review of Brad Karger's work plan. Director Klein solicited Board input on goal development. Based on the discussion Director Klein will develop a draft of a one year work plan for the Board to review in September.

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

Next meeting is at September 4, 2018 at 7:30 a.m. in the City Hall Board Room.

**ADJOURN** – The meeting was declared adjourned 8:42 a.m.

/a/ Brad Karger Secretary