

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

Date: July 11, 2023, 7:30 a.m. City Hall Board Room

Members Present: Lance Leonhard (C), Maryanne Groat, Gary Olsen, Kurt Gibbs, Chet Strebe, Jason Hake

Members Absent: Katie Rosenberg

Additional Attendees: Wesly Yuds, Troy Krezine, Dale Schirmacher, Tami Coulson

### **1) Call Meeting to Order:**

The meeting was called to order by Lance Leonhard at 7:30 a.m.

### **2) Public Comment –** There was no public comment.

### **3) Approval of the Minutes of the June 6, 2023, CCITC Board Meeting**

**Groat/Gibbs** moved/seconded to approve the minutes of the June 6<sup>th</sup> meeting. **Carried.**

### **4) Educational Presentations and Board Discussion**

- a) Consideration for “CCITC Communications” email and All Mail user’s distribution – using Sarah or Jessica for content review – NCHC and the County have been managing mass communications to their staff members. Director Klein proposed that CCITC create a distribution list that includes all customer with limited access. Communications staff at the county and NCHC will be asked to provide feedback and recommendations on language for time sensitive messages regarding new security threats.
- b) Current Staffing status – New Help Desk staff member started yesterday. There is an open project manager position. Network team is fully staffed. Isaac started in the helpdesk July 10<sup>th</sup> and Cece is a summer intern.
- c) Facility lease between CCITC and Wausau – During the financial audits it was noted that there is no written lease between the City of Wausau and City County IT. Director Klein is working with legal counsel to create a written lease.
- d) TDX Dashboard data review of time reporting: - Lance Leonhard asked if any operational changes have impacted the data. Wesly Yuds indicated a downward trend in on-call calls.
- e) Review Intergovernmental Agreement approved May 2021: Director Klein reviewed the document and noted that the document does not contain language that allows the Board to update it or the Operating Agreement. The last update to both was in May 2021.
- f) Project Updates
  - Workday Reporting – Progress is being made on financial reports.
  - Courthouse Video – Still waiting for equipment delivery dates from the vendor.
  - Fiber Run – Elexco contract is signed for fiber installation to Metro Ride building, Public Safety, Riverview Towers and Community Partners Campus.

### **5) Operational Functions required by Statute, Ordinance, Resolution or Existing CCITC Policy:**

- a) Presentation and possible acceptance by board of Audited financial report – CLA – This was moved to the August 1<sup>st</sup> meeting. Auditor was unable to attend.
- b) Discussion and possible action to specify how changes can be made to the following documents: Operating Agreement; Service Level Agreement and its exhibits. Director Klein reviewed some changes that he proposed to policy regarding billing, purchasing and budget. The board instructed the Director to add those changes to the Service Level Agreement and bring it forward in the August board meeting for approval
- c) Discussion and possible action to approve Service Level Agreement (SLA)

- Security Policy Approval of the updated SLA will be moved to the August board meeting. The Security policy is referenced in the SLA and the board was comfortable with the Director's recommendation to maintain the current version on our network and leave ownership of the policy with the Director so that any policy changes dictated by new cyber security risks can be implemented rapidly.
- d) Set per diem rate for citizen member 2024 budget building assumptions – The Board discussed per diem rates at their respective organizations. **Olsen/Gibbs** moved/seconded to approve a per diem rate of \$100/meeting which is what it has been since May 2021. Strebe abstained from voting. **Carried.**

**6) Announcements**

- a) Next meeting is August 1, 2023, at 7:30 am in the City Hall Board Room and via WebEx.

**7) Adjournment:**

**Rosenberg/Strebe** moved/seconded to adjourn. **Carried.** The meeting adjourned at 8:12 am.

/a/ Gary Olsen, Secretary