

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

Date: August 1, 2023, 7:30 a.m. City Hall Board Room

Members present: Lance Leonhard (C), Gary Olsen, Katie Rosenberg, Kurt Gibbs, Chet Strebe, Jason Hake

Members Absent: Maryanne Groat

- 1) **Call Meeting to Order:** The meeting was called to order by Lance Leonhard at 7:35a.m.
- 2) **Public Comment** There was no public comment.
- 3) **Approval of the Minutes of the July 11, 2023 CCITC Board Meeting:** Gibbs/Olsen moved/seconded to approve the minutes of the July 11<sup>th</sup> meeting. **Carried.**
- 4) **Educational Presentations and Board Discussion**
  - a) 2023 Pay for Performance Implementation Plan: Director Klein updated the Board on the annual review process. Reviews have been written and meetings are being held. The Board reviewed the matrix showing salary increases and lump sums and changes from the prior year were highlighted by Director Klein.
  - b) Preliminary 2024 CCITC Budget: Director Klein reviewed a preliminary draft of the 2024 CCITC budget. A summary of significant changes was reviewed. There were no requested changes to the budget.
  - c) Proposal to Include PC Replacement Costs in PC Support Fees: Director Klein reviewed a draft proposal to change the annual support costs to include the costs to replace equipment.
  - d) Facility Lease between CCITC and City of Wausau – Director Klein said that the draft lease is currently in the hands of the City Attorney.
  - e) TDX Dashboard Data Review of Time Reporting: Yuds and Klein reviewed the charts provided and asked for feedback. In the future some of the charts will be changed from pie charts to bar charts.
  - f) Project Updates – A report was provided and there was no discussion.
- 5) **Operational Functions required by Statute, Ordinance, Resolution or Existing CCITC Policy:**
  - a) Presentation and possible acceptance by Board of Audited financial report: Joy Palmer from CLA went over the audited financial report. There will be a new GASB rule in place next year regarding how to treat contracts to use software. **Gibbs/Strebe** motioned/seconded to accept the audit report. **Carried.**
  - b) Discussion and possible action to approve Service Level Agreement including Security Policy: Director Klein reviewed this and accepted feedback from Leonhard for several changes. The updated document will be reviewed at the next meeting.
  - c) Discussion and possible action for changing Microsoft Office 365 licensing in 2024: Klein and Schirmacher reviewed the proposal to move to the E3 licensing model. The Board directed Klein to include this in the 2024 plan but to evaluate if there are certain types of employees that can get by with lower cost licenses.
- 6) **Announcements**
  - a) Next meeting is Tuesday August 29, 2023 at 7:30 am in the City Hall Board Room and via WebEx.
- 7) **Adjournment**

**Olsen/Gibbs** motioned and seconded to adjourn. **Carried** The meeting adjourned at 9:12 am. /a/ Gary Olson, Secretary