

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

Date: August 29, 2023, 7:30 a.m. City Hall Board Room

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

Members Absent:

- 1) **Call Meeting to Order:** The meeting was called to order by Lance Leonhard at 7:31 a.m.
- 2) **Public Comment** There was no public comment.
- 3) **Approval of the Minutes of the August 1, 2023 CCITC Board Meeting:**  
**Gibbs/Olsen** moved/seconded to approve the minutes of the August 1<sup>st</sup> meeting.  
**Carried.**
- 4) **Educational Presentations and Board Discussion**
  - a) Proposal to Include PC Replacement Costs in PC Support Fees: This discussion was a continuation of the prior Board meeting discussion. Director Klein reviewed the draft proposal to change the annual support costs to include the costs to replace equipment. The Board decided laptops, desktops and Toughbooks would be subject to the new support fee. Replacements of equipment with different types of equipment would require the departments to fund the difference in costs. Director Klein requested that all members adopt the same chargeback method. Chairman Leonhard and the Board discussed the implementation schedule in 2025.
  - b) Facility Lease between CCITC and City of Wausau – Director Klein said that City Finance needs to review the lease. Groat will make sure that it appears on the next agenda.
  - c) TDX Dashboard Data Review of Time Reporting: Yuds and Klein reviewed the monthly charts provided that were updated based on feedback from last month's meeting.
  - d) Project Updates –
    - Jenna Reil was introduced to the Board as the new Project Manager. She will be working on the Asset Management project.
    - Tami Coulson updated the Board on projects.
    - Dale Schirmacher updated the Board on Microsoft Server 2012. He is evaluating the options to remediate the risk of servers that are not updated before the end of support.
- 5) **Operational Functions required by Statute, Ordinance, Resolution or Existing CCITC Policy:**
  - a) Discussion and possible action to approve Service Level Agreement including Security Policy: Director Klein presented the updated document. **Olson/Strebe** moved/seconded to approve the document as presented. **Carried.**
  - b) Discussion and possible action for changing Microsoft Office 365 licensing in 2024: Klein once again reviewed the proposal to move to the E3 licensing model. This change in Microsoft licensing is included in the 2024 budget.
  - c) Discussion and possible action to approve the 2024 budget. Leonard asked for the budget data to note the allocation method used for each expense area. North Central Health Care requested CCITC evaluate any cost savings if Pinecrest is no longer part of NCHC. Schirmacher outlined the Microsoft costs at difference licensing levels. Gibbs requested a process that helps ensure that employees have the most cost-effective Microsoft license. Schirmacher suggested CCITC work with entities to determine license requirements based on roles. **Gibbs/Olson** moved/seconded to approve the document as presented. **Carried.**
  - d) Discussion and possible action to begin the Director review process. Chairman Leonhard suggested circulating documents for the Board members to complete to be completed in mid – October and given to Chairman Leonhard. He would compile the results for a November performance review.

**6) Announcements**

a) Next meeting is October 3, 2023 at 7:30 am in the City Hall Board Room and via WebEx.

**7) Adjournment**

**Olsen/Strebe** motioned and seconded to adjourn. **Carried** The meeting adjourned at 8:42 am. /a/ Gary Olson, Secretary