

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

Date: May 2, 2023, 7:30 a.m. City Hall Board Room

Members Present: Lance Leonhard (C), Maryanne Groat, Gary Olson, Katie Rosenberg

Members Absent: Jason Hake, Kurt Gibbs, Chet Strebe

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

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

The meeting was called to order by Lance Leonhard at 7:32 a.m.

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

### **3) Approval of the Minutes of the April 4, 2023, CCITC Board Meeting**

**Olson/Groat** moved/seconded to approve the minutes of the April 4<sup>th</sup> meeting. **Carried.**

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

- a) Phishing Campaign Report – Dale Schirmacher presented the results of the latest phishing campaigns. Dale explained that emails in the preview pane are considered open by the software. Employees that clicked through the email were offered training, but no one completed the training. CCITC staff will follow up with the staff to encourage them to complete the training.
- b) Status of Current Staffing – Network Specialist will start May 15<sup>th</sup>. Tek Systems will provide a HelpDesk staff person. The HelpDesk position will be reposted. Interviews are underway for the Application Specialist position. Summer intern position to assist with inventory will be posted soon.
- c) 2024 Capital Projects – The Board reviewed a list of 2024 CIP requests that CCITC will be submitting. Director Klein provided a summary of the projects.
- d) Microsoft Workplace Discount Employee Purchasing – Moved to the next meeting.
- e) Ticket Report – Wesly Yuds reviewed the information on the ticket report with the Board.
- f) Project Updates:
  - ERP Update – Currently working on reporting.
  - The Board received a report of open projects and recently completed projects.

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

### **6) Announcements**

- a) Next meeting is June 6, 2023, at 7:30 am in the City Hall Board Room and via WebEx.

### **7) Adjournment:**

**Olson/Rosenberg** moved/seconded to adjourn. **Carried.** The meeting adjourned at 9:10 am.

/a/ Gary Olson, Secretary