

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

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

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

Members Absent: Chet Strebe

- 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 29, 2023 CCITC Board Meeting:**  
**Gibbs/Rosenberg** moved/seconded to approve the minutes of the August 29<sup>th</sup> meeting. **Carried.**
- 4) **Educational Presentations and Board Discussion**
  - a) Review staffing study comparison report – The Board reviewed a staffing report. Director Klein highlighted some of the key points when comparing our data to the data set in the report. This data will be reviewed in depth as part of the strategic planning process.
  - b) Future resource needs – On Staff Trainer – Director Klein identified the need for an on-staff trainer and recommended that the three entities consider sharing the costs of a trainer that could do both technology training as well as other content. Chairman Leonhard suggested this be addressed in the development of the strategic plan.
  - c) Discussion on procurement policy of CCITC and how it interacts with County and City procurement policies – Director Klein outlined some areas that need clarification. The operating agreement does not include language related to procurement. Director Klein was directed to present a change to the operating agreement to include detail on when CCITC follows county procurement and when purchases are done following city or NCHC procurement rules. Until the county makes some changes to the language around consortium buying, CCITC may need to keep the specific language related to those types of purchases.
  - d) TDX Dashboard Data Review – The dashboard was reviewed. The Board requested a further ticket breakdown for the next board meeting.
  - e) Project Updates
    - Courtroom Updates – Branch 2 remains to be completed.
    - Lakeview Conference center is being used.
    - New Firewalls have been ordered, but there is no installation schedule yet.
    - Security training has been taking place with good attendance.
    - Marco contract has been signed.
- 5) **Operational Functions required by Statute, Ordinance, Resolution or Existing CCITC Policy:**
  - a) Director Klein described the process that was used for pay for performance including the matrix that determined salary adjustments.
  - b) The Commission may consider a Motion to Go into Closed Session pursuant to §19.85(1) (c) Wis. Stats. to consider compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, namely: the Director. **Olsen/Hake** moved/seconded to go into closed session a roll call vote then approved going into closed session.
  - c) Motion to Return to Open Session [**Gibbs/Olsen**] 8:43AM
  - d) Possible Announcements or Action Resulting from Closed Session **Olsen/Gibbs** motion to approve the appraisal of the Director as discussed and implement the compensation increases as discussed in closed session. **{Passed unanimously}**  
Chair Leonhard is expected to meet with Director Klein to discuss the review.
- 6) **Announcements**

a) Next meeting is December 5, 2023 at 7:30 am in the City Hall Board Room and via WebEx.

**7) Adjournment**

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