

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: March 12, 2024, 7:30 a.m. City Hall Board Room

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

Members Absent: Maryanne Groat

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

- 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 February 6, 2024 CCITC Board Meeting:**
Gibbs/Olsen moved/seconded to approve the minutes of the February 6th meeting.
Carried.
- 4) **Educational Presentations and Board Discussion**
 - a) TDX Dashboard Data Review: Wesly Yuds reviewed the data for the month of February with the Board. The Board discussed what opportunities there are for reducing after-hours calls.
 - b) Strategic Planning Process
 - Director Klein showed the current draft of the 5 overarching strategic goals for the 2024-2028 strategic plan. He provided an update on the meetings with the larger departments. We are about 2/3 of the way done with that process. Common themes from the departmental meetings are 1) Workday issues such as needing to provide training on reporting. Fixed assets and loading budget are both not done, and this is causing problems for most larger departments. 2) lack of resources in both IT and in the business units to get more projects and issues closed out on Workday. 3) Some demand for automated record retention deletion in Laserfiche. This is on hold until the County finishes their record retention update project.
 - We have not had the resource capacity to be responsive to demands and this has led to many departments finding their own solutions out in the Cloud. The result is that we are unaware of where exactly all of our data is spread out across Cloud solutions.
 - c) Resource challenges with project load for the next 6 months
 - Director Klein talked about the number of projects coming in with their own fixed schedules. Examples: Pinecrest, Everest Metro PD change, City Hall security changes, virtual receptionist, Library/210 River Drive move, ESI connections for dispatch, Langlade and our own dispatch backup sites.
 - Mountain Bay Metro setup will take some resources and the Board instructed the Director to charge them if the need exceeded reasonable workloads.
 - The Mayor prioritized us working on the security changes for City Hall.
 - Gary Olsen recommended that we consider hiring contractors to help with the cutover of Pinecrest.
 - Training plans for cyber security and Microsoft for all customers Dale presented a proposal to provide in-person training twice a month and once a quarter via TEAMS. Lance said that he'd like to see us require this annually and track attendance. Gary said that he'd offer this in lieu of doing the online module. Dale also explained offers from Microsoft partners to do TEAMS collaboration training and Office productivity training. This would be considered for Fall 2024. Less than \$10,000 to do across all 3 entities. We'd do this with our security budget. Lance likes the concept.
 - d) Project Updates - Review active project report and recent new project.
 - Elected Official iPad/Chromebook Update Troy gave an update that the team is now swinging back to selecting the Civic product for Agenda and Meeting

Management. Lance wants a memo out to the County and City elected bodies. This is mainly because there is still an interest in Good Reader.

- e) Preliminary 2023 Budget vs Actual Director Klein reviewed the handout. We are expecting auditors in the week of March 25th. Business Manager Langbehn is on vacation this week. When she gets back there will be a discussion on some of the account balances.

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

6) Announcements

- a) Next meeting is April 2, 2024 at 7:30 am in the City Hall Board Room and via WebEx.

7) Adjournment Motion by Olsen/Gibbs. Motion carried.