

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: July 2, 2024, 7:30 a.m. City Hall Board Room

Members present: Lance Leonhard (C), Gary Olsen, Kurt Gibbs, Jason Hake, Doug Diny

Members Absent: Maryanne Groat, Chet Strebe

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

1) **Call Meeting to Order:** The meeting was called to order by Lance Leonhard at 7:33 a.m.

2) **Public Comment:** There was no public comment.

3) **Approval of the Minutes of the May 14, 2024 CCITC Board Meeting: Olsen/Gibbs** moved/seconded to approve the minutes of the May 14th meeting. **Carried.**

4) **Educational Presentations and Board Discussion**

a) TDX Dashboard Data Review: As requested at the last board meeting, the data now includes the past 3 years. Wesly Yuds reviewed the 3-year data with the Board.

b) Staffing Update:

- Workday Analyst – We hired a great candidate with accounting and Workday experience. She starts July 22nd.
- The Director is planning some restructuring in July which will address the open manager position.

c) Security initiatives

- Dale gave an overview on our current security initiatives. He covered Self Service password resetting; Email Encryption changes; Anti-Spam tool change; Data Protection and tagging of data assets; implementation of our new Security Incidence and Event Monitoring (SIEM); changing mobile device management tool. All these projects are currently in motion.

d) Project Updates:

- Audit – Director Klein gave a report: Our auditors recently informed us that the CCITC audit will be delayed until end July instead of June 30th. CCITC specifically requested that the audit be done by June 30th so that our customers would have our audit data. This is frustrating and will result in us doing a close evaluation on other audit firms for the 2024 audit.
- .gov domain changes – Dale notified the board that we are overdue and still waiting for the mountainbaymetro.gov domain. The federal agency that releases .gov addresses is way behind and has blamed it on the presidential audit. Only federal agency requests are the priority.
- Asset Management – Director Klein informed the Board that the City Water Utility has said that they are too busy to work on asset management software implementation in 2024 and will re-evaluate it in 2025. Chair Leonhard asked if they understood that they would now be at the back of the line – i.e. behind other departments and the Mayor confirmed that that was discussed with Director Lindman. CCITC will now begin to work with Cartegraph to redo the scope so that County departments will start getting implemented in 2024 using 2024 County CIP funds.
- Workday
 - (a) CCITC has provided some Workday reports training. Some Excel training was also included in this training. The City training is coming in July.
- Pinecrest sale cancellation was discussed.

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

a) Discussion and Possible Action on 2025 capital projects– Director Klein reviewed the submissions for 2025 capital requests with the Board. **Gibbs/Diny** moved/seconded to approve the submissions. **Carried.**

6) **Announcements**

a) Next meeting is August 6, 2024 at 7:30 am in the City Hall Board Room and via WebEx.

7) Adjournment Motion by Olsen/Hake. Motion carried. 8:40AM