

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: February 1, 2022, 7:30 a.m. City Hall Board Room

Members Present: Lance Leonhard (C), Thomas Boutain, Kurt Gibbs,
Katie Rosenberg, Maryanne Groat, Chet Strebe, Jill Meshcke

Members Absent:

Additional Attendees: Wesly Yuds, Carol Langbehn, Dale Schirmacher

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 January 4, 2022 CCITC Board Meeting

Gibbs/Strebe moved/seconded to approve the minutes of the January 4th meeting. **Carried.**

4) Policy Issues Discussion and Potential Board Determination

a) Develop requirements to update contracts with external law enforcement agencies such as Everest Metro, Rothschild, Mosinee, etc. - The Board received a draft of an interagency agreement. Director Klein outlined the need for this type of agreement. The Board provided feedback on cyber insurance coverage requirements.

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

a) Name a CCITC staff person, or persons, as responsible for information security – update job description(s) – Director Klein recommended that Dale Schirmacher be responsible for information security. **Rosenberg/Meshke** to appoint the Dale Schirmacher as responsible for information security. **Carried.**

6) Educational Presentations and Board Discussion

a) Project wrap up on implementing Multi-Factor Authentication – The project was substantially completed on January 31st. Director Klein outlined the work that has been done related to network security.

b) Security policy updates – Policy updates are underway the policy will be brought to the Board for approval at the March Board meeting. Director Klein outlined some of the issues being addressed in the updates.

c) Cyber insurance and Errors and Omission policy update

a) Cyber Insurance has been obtained. Errors and Omission policy is in process.

d) Project Status Report

a) ERP design meetings are taking place.

b) Contract is in place with Teller.

c) Looking at Asset Management Systems for Public Works and Highway Departments.

7) Announcements

a) Next meeting is March 1, 2022, at 7:30 am in the City Hall Board Room and via WebEx.

8) Adjournment

Rosenberg/Boutain moved/seconded to adjourn. **Carried.** The meeting was declared adjourned at 8:14 a.m.

/a/ (Jill Meschke, Interim CEO), Secretary