

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: March 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, Dale Schirmacher, Troy Krezine, Tami Coulson

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 February 1, 2022 CCITC Board Meeting

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

4) Policy Issues Discussion and Potential Board Determination

a) Update on new contracts with outside agencies – Director Klein informed the Board that he has asked Tami Coulson to put together statements of work for each agency. That work is moving along well.

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

a) Director Klein reviewed the changes to the work plan recommended at a previous board meeting. There were no other changes requested.
Boutain/Gibbs moved/seconded to approve the work plan. **Carried**

6) Educational Presentations and Board Discussion

- a) ERP project update – The Board learned that the current challenge is the delay in signing the Cartegraph contract because of City Engineering wanting to look at City Works instead. Leonard expressed that the original agreed to project goal is to have one asset management system. Director Klein clarified that this would serve Highway, Parks, and the City's DPW. These solutions need to do job costing, preventative maintenance schedules, inventory, and fleet management. The other issue is finding the right balance for administrator permissions between the groups. The best practice recommended by the vendor is that a small group (2-3) IT staff have the full administrator permissions across all three agencies, and they can promote and demote other permissions as needed. It is likely that the two HR Directors will be able to see each other's details, but the rest of the staff should not.
- b) Team Dynamix project update – Tami Coulson gave an overview of the Team Dynamix project explaining the different elements of the ITSM standard that it will address.

7) Announcements

a) Next meeting is April 5, 2022, at 7:30 am in the City Hall Board Room and via WebEx.

8) Adjournment

Gibbs/Rosenberg moved/seconded to adjourn. **Carried.** The meeting was declared adjourned at 8:25 a.m.

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