

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

Date: May 3, 2022, 7:30 a.m. City Hall Board Room

Members Present: Lance Leonhard (C), Thomas Boutain, Kurt Gibbs, Maryanne Groat, Chet Strebe, Mort McBain

Members Absent: Katie Rosenberg

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 7:30 a.m.

### **2) Public Comment** – There was no public comment.

### **3) Approval of the Minutes of the March 1, 2022 CCITC Board Meeting**

**McBain/Boutain** moved/seconded to approve the minutes of the March 1st meeting. **Carried.**

### **4) Policy Issues Discussion and Potential Board Determination**

- a) Discussion and possible action on vacation payout for those at the top limit using ARPA funds from the City/County – Director Klein requested CCITC implement the County's ARPA payment plan. **McBain/Strebe** moved/seconded to approve requesting ARPA funds for payouts. **Carried.** If it is not approved by the County and City it will be brought back to the Board.
- b) On-Call Overtime – Director Klein informed the Board the on-call overtime is at an all-time high. Most of the calls are related to password resets. The Board discussed how this could be mitigated. Boutain expressed concerns about giving management staff the ability to reset passwords. Yuds and Klein will work on ways to mitigate overtime. This will be discussed again at a future meeting.
- c) Inventory cutoff date for PC/Network Support Fees – There is a need to improve efficiency in the process. PC/Network support fees will be based on the prior 12/31 inventory. Preliminary inventory lists will be sent in November and inventories will be finalized by December 31<sup>st</sup>. Language will be added to the operating agreement. **McBain/Groat** moved/seconded to approve the language as follows: *Annual PC and Phone support invoices will include all equipment as of 12/31 of the prior year. Adjustments will not be made for equipment returned after the 12/31 cutoff. Exceptions may be made for obsolete equipment, but not for equipment that will be redeployed. There is no proration of the support fee. This would cause an unnecessary complication in the billing process. There is no support charge for equipment in the year it is initially installed, which should balance out paying a support cost in the year of retirement.* **Carried.**

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

- a) Annual Election of Officers  
Lance Leonhard nominated as Chairperson. **McBain/Gibbs** moved/seconded. **Carried.**  
Katie Rosenberg nominated as Vice Chairperson. **McBain/Boutain** moved/seconded. **Carried.**  
Tom Boutain nominated as Secretary/Treasurer. **Gibbs/Strebe** moved/seconded. **Carried.**

### **6) Educational Presentations and Board Discussion**

- a) Team Dynamix project update – Tami Coulson updated the Board on the project and provided a timeline for implementation. This implementation will change the customers' experience.
- b) ERP project - Customer confirmation sessions are underway.

- c) Cyber Security update – Shirmacher outlined the security initiative and action being taken.
- d) Staffing Update:
  - a) Tami Coulson – Manager of Project Management
  - b) Security Position is posted.
  - c) Infrastructure team has been restructured
  - d) Application analyst position will be posted
  - e) Salary study is underway

**7) Announcements**

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

**8) Adjournment**

**McBain/Boutain** moved/seconded to adjourn. **Carried.** The meeting was declared adjourned at 8:52 a.m.

/a/ Tom Boutian, Secretary