

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: October 4, 2022, 7:30 a.m. City Hall Board Room

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

Members Absent: Maryanne Groat

Additional Attendees: Dale Schirmacher, Wesly Yuds, Tami Coulson, Troy Krezine, Gary Olson, Carol Langbehn

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 September 6, 2022, CCITC Board Meeting

Gibbs/McBain moved/seconded to approve the minutes of the September 6th meeting. **Carried.**

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

- a) Discussion on Process for CCITC Director Annual Performance Review – Director Klein outlined the performance review process for CCITC and the process that has been used in prior years for the Director’s review. Leonhard highlighted the discussions from the prior Director appraisals. Leonhard will send the performance review document to the Board member after this meeting. Feedback is due October 21, 2022.
- b) Discussion and Possible Action on Proposed Classification and Compensation Salary Ranges – CCITC participated in Marathon County’s classification and compensation study. Director Klein outlined the history of compensation changes within CCITC and the process that was used in the current compensation study model, including additional data that he gathered from the current local market. Director Klein presented the Board with a proposed classification and compensation job listing for CCITC. **McBain/Strebe** moved/seconded to approve the classifications scales for the purposes of developing a costing and implementation plan to be presented at the next board meeting. **Carried.**
- c) Discussion and Possible Action Approving a Temporary Extension of PTO caps during the Workday project – Director Klein outlined the current PTO plan. **Gibbs/Boutain** moved/second to approve the plan presented by Director Klein. **Carried.**

5) Educational Presentations and Board Discussion

- a) Project Updates
 - ERP Update – Parallel testing is set to begin this week. The Go-Live date is January 1st. The next few weeks will determine if the Go-Live date needs to be extended.
- b) Staffing Update – There are currently two open positions that CCITC has been unsuccessful in recruiting. Dale Schirmacher has found a potential new vendor for contract staff.

6) Announcements

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

7) Adjournment

Gibbs/McBain moved/seconded to adjourn. **Carried.** The meeting adjourned at 8:39 a.m.
/a/ Tom Boutain, Secretary