

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: July 13, 2022, 9:00 a.m. City Hall Board Room

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

Members Absent: Maryanne Groat

Additional Attendees: Dale Schirmacher, Wesly Yuds, Tami Coulson, Mark Zieseemer, Troy Krezine, Joy Palmer, CPA

1) Call Meeting to Order:

The meeting was called to order by Lance Leonhard at 9:04 a.m.

2) Public Comment – There was no public comment.

3) Approval of the Minutes of the June 7, 2022, CCITC Board Meeting

McBain/Gibbs moved/seconded to approve the minutes of the June 7th meeting. **Carried.**

4) Policy Issues Discussion and Potential Board Determination

- a) **Citizen member per diem rate** – Rate to be set annually and hadn't been done yet. Klein provided information that the county's reimbursement is \$20/meeting and NCCSP board is \$100/meeting plus mileage when applicable. Leonard mentioned the citizen member has been very valuable thus far. Klein was asked for a recommendation and he suggested \$50/meeting plus mileage. **Boutain/McBain** moved/seconded to approve \$50 per diem rate plus mileage. Carried

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

- a) Approve Pay for Performance matrix – Review of matrix by Klein. **McBain/Gibbs** moved/seconded to approve Pay for Performance matrix. Carried
- b) Discussion and possible action 2021 Financial Statement Audit. The board received the CCITC audit prior to the meeting. Joy Palmer from Clifton Larson reviewed the audit materials with the board. **Gibbs/Rosenberg** moved/seconded to accept the 2021 Financial Audit. Carried.

6) Educational Presentations and Board Discussion

- a) Upgrading to Server 2012 - Planning and Options (15 minutes) Presentation by Heartland Business. Operating systems have a useful life and end of extended support is approaching for Server 2012 in fall 2023. When support ends there will be no further security patches. CCITC will need to increase pace of upgrading servers. CCITC must maintain confidentiality, integrity, and availability of the systems. Another objective of updating operating systems is to maintain compliance with requirements and standards. Up-to-date operating systems prevent issues with other software upgrades. Upgrading operating systems mitigates risk. The board expressed an interest in reviewing servers and the applications running on them to help identify opportunities for efficiencies.
- b) Project Update including:
 - a) ERP Update – Project is in second full build and end-to-end testing is taking place.
 - b) TeamDynamix – All active projects are in TeamDynamix tool, and a dashboard has been created.
 - c) Staffing Update – Heather Giddings has been promoted to Project Manager. Network Analyst and Application Analyst positions are open.

7) Announcements

a) Next meeting is August 2, 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 adjourned at 10:22 a.m.

/a/ Tom Boutain, Secretary