

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: December 6, 2022, 7:30 a.m. City Hall Board Room

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

Members Absent: Gary Olson, Katie Rosenberg

Additional Attendees: Dale Schirmacher, Wesly Yuds, 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 November 1, 2022, CCITC Board Meeting

McBain/Strebe moved/seconded to approve the minutes of the November 1st meeting.
Carried.

4) Educational Presentations and Board Discussion

a) Project Updates:

- ERP Update – Workday Executive Committee approved moving forward with Go-Live yesterday. Gold tenant should be complete by the end of the week. Once it's ready, all catchup transaction will be added next week. On December 18th Workday will be moved into production for the County. On December 25th Workday will go live for the City and CCITC time entry. Financials will go live on January 1st. Workday training is ongoing.
- Staffing Update – Andy Zynda is retiring as of December 30th. Two network job postings close today. Application Specialist job closes tomorrow.

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

- a) Discussion and Possible Action on Strategic Plan Goals and Scorecard Review: Director Klein reviewed the strategic plan scorecard documents with the Board and recommended to the board that we close up that 2018-2023 strategic plan in summer of 2023. Leonhard said that he would work with the Director to start planning the beginning of a new strategic plan.
- b) Discussion and Possible Action on Reviewing Past Work Plan and Establishing a New Work Plan: Director Klein reviewed the work plan activities and requested feedback from the Board for items that they would like to add. Director Klein suggested adding a training component to either the work plan or strategic plan. The Board also discussed the importance of working together on single solutions. Several example opportunities were already identified in the plan (contract management and public record request management). Groat added job costing and asset management as well as meeting minute software as other opportunities.
- c) The Commission may consider a Motion to Go into Closed Session pursuant to §19.85(1) (c) Wis. Stats. to consider compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, namely: the Director. **Olson/ McBain moved/seconded. Roll Call Vote Carried**
- d) Motion to Return to Open Session [**Groat/Strebe Moved/Seconded Carried**]. Returned to open session at 8:59 am.
- e) Possible Announcements or Action Resulting from Closed Session
Olson/McBain moved/seconded to approve the pay for performance modifications for the CCITC Director, class compensation changes and Workday bonus as discussed in closed session. Carried.

6) Announcements

a) Next meeting is January 6, 2023, at 7:30 am in the City Hall Board Room and via WebEx.

7) Adjournment

Groat/McBain moved/seconded to adjourn. **Carried.** The meeting adjourned at 9:10 am.
/a/ Gary Olson, Secretary