

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: February 2, 2021 7:30 a.m. City Hall Board Room

Members Present: Lance Leonhard, Pat Puyleart (C), Michael Loy, Katie Rosenberg, Thomas Boutain, Kurt Gibbs, Maryanne Groat, John Tubbs

Members Absent:

Additional Attendees: Dale Schirmacher, Julie Henrichs, Jane Heil, Wesly Yuds

1) CALL THE MEETING TO ORDER:

The meeting was called to order by Pat Puyleart at 7:30 a.m.

2) APPROVAL OF THE MINUTES OF THE JANUARY 5, 2021 MEETING

Gibbs/Rosenberg moved/seconded to approve the minutes of the January 5th meeting. **Carried.**

3) CYBER SECURITY

Director Klein and Dale Schirmacher updated the Board on the Virtual CISO and inside security practitioner work plan. An internal staff member has been promoted to do security implementation along with our contacted security company, Optiv. CCITC also signed a contract with Securelink for vendor secure system access. We are adopting the National Institute of Standards and Technology standards and guidelines to architect and manage information security systems. Dale Schirmacher outlined the initiatives and their priorities. The Varonis tool has now been licensed and installation is happening this month.

4) DISCUSSION AND POSSIBLE ACTION TO APPROVE 12 HOURS OF COVID-SPECIFIC SICK LEAVE TO SUPPORT VACCINATIONS

CCITC employees do not have sick leave specific leave banks, so Director Klein proposed providing employees with 12 hours of COVID specific sick leave to be used for employee vaccinations and up to one hour off to attend the appointments. **Rosenberg/Leonhard** moved/seconded to approve sick leave proposal meeting. **Carried.**

5) UPDATE ON OPERATING AGREEMENT FINAL CHANGES

Based on the discussion at the last Board meeting the agreement was provided to the attorneys for member organizations for a review. The city's insurer sent suggestions for contracts with technology vendors to the city attorney who shared the document with the CCITC director. The director met with outside counsel and included some changes. Many of the recommendations though were more applicable to a different type of vendor relationship than CCITC's.

6) DIRECTOR'S REPORT

- a. Staffing Update: There are currently several network positions vacant. The job posting closes on February 4th. A PC technician position will be posted this week and an Applications Manager position will be posted soon.
- b. Update 2021 operating priorities and process improvement plans as developed with agency executives. The agency executives are the new prioritization committee and there is a meeting for next week.
- c. Project Status Reports
 - i. Discussed end date tracking of projects on project portfolio
 - ii. Superion finished the archive version of RMS.

7) NEXT MEETING DATE, TIME, AND LOCATION:

Next meeting is March 2, 2021 at 7:30 a.m. in the City Hall Board Room

8) **ADJOURN** – The meeting was declared adjourned at 8:14 a.m.

/a/ Lance Leonhard Secretary