

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: June 1, 2021 7:30 a.m. City Hall Board Room

Members Present: Lance Leonhard (C), Thomas Boutain, Kurt Gibbs, Maryanne Groat, Katie Rosenberg,

Members Absent: Michael Loy

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

1) CALL THE MEETING TO ORDER:

The meeting was called to order by Lance Leonhard at 7:37 a.m.

2) APPROVAL OF THE MINUTES OF THE May 4th, 2021 MEETING

Gibbs/Boutain moved/seconded to approve the minutes of the May 4th meeting. **Carried.**

3) DISCUSSION AND POSSIBLE ACTION ON 2020 FINANCIAL STATEMENT AUDIT

Joy Palmer presented the 2020 financial statement audit. **Groat/Gibbs** moved/seconded to accept the 2020 financial statement audit. **Carried.**

4) DISCUSSION AND POSSIBLE ACTION ON 2022 CIP REQUESTS

Director Klein presented a list of 2022 CIP requests to the Board and provided a brief summary. **Gibbs/Groat** moved/seconded to approve the 2022 CIP requests. **Carried.**

5) DISCUSSION AND POSSIBLE ACTION ON PER DIEM AMOUNT FOR BOARD CITIZEN MEMBER

The Board discussed current practices within the existing boards of the members. Leonhard and Gibbs spoke in support of mileage and a per diem for meeting attendance. Leonhard pointed out that NCHC's board per diem is \$100. **'Gibbs/Boutain** moved/seconded to approve \$100/meeting per diem and mileage reimbursement at IRS rate for the citizen member upon request. **Carried.**

6) DISCUSSION AND POSSIBLE ACTION TO HIRE A CONSULTANT FOR PROJECT PRIORITIZATION REDESIGN

Two proposals were reviewed related to prioritization redesign. Director Klein informed the Board that he was looking to spend approximately \$30,000 on a consultant to begin the process. He will be working with Barb Schrage to reduce the scope of her proposal to focus on redoing the intake process for new projects and training customer leadership on writing business cases and using the prioritization process.

7) DIRECTOR'S REPORT

- a. Review New Strategic Plan Goals
 - i. Director Klein went over the measurement changes made to the Strategic Directions. The revisions were adopted by the Board.
- b. Prioritization Spreadsheet
 - i. Board received the latest spreadsheet. Director Klein reviewed key projects: Moving mailboxes to the cloud based O365, Team, and NCHC campus facility projects. Dale Schirmacher explained recent resolution on O365 project holdup involving syncing directories.
- c. Staffing Update
 - i. Network Analyst position remains open currently. Planning on hiring a 6 month contractor.

- d. COVID Work Changes. Effective June 8th management team has decided to move to hybrid work model with Tuesday's in the office and one other day in the office. For those positions that can be performed remotely, staff have the option to work from home up to 3 days per week.
- e. Cell Phone and Social Media Archiving Standards
 - i. This is an area that has been identified to develop standards and collaborate across all three customers. Director Klein noted that the city is using Archive Social software for social media archiving. Leonhard noted that the county needs to redo it's record retention policy and implement a similar tool.

8) NEXT MEETING DATE, TIME, AND LOCATION:

Next meeting is July 6, 2021 at 7:30 a.m. in the City Hall Board Room

9) ADJOURN – The meeting was declared adjourned at 8:48 a.m.

/a/ Michael Loy, Secretary