CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)
Date: July 6, 2021, 7:30 a.m. City Hall Board Room
Members Present: Lance Leonhard (C), Thomas Boutain, Kurt Gibbs, Maryanne Groat,
Jill Meshcke, Katie Rosenberg
Members Absent: Michael Loy
Additional Attendees: Dale Schirmacher, Troy Krezine, Jane Heil, Wesly Yuds, Chet Strebe

1) **Call Meeting to Order:**
   The meeting was called to order by Lance Leonhard at 7:31 a.m.

3) **Approval of the Minutes of the June 1, 2021 CCITC Board Meeting**
   Groat/Gibbs moved/seconded to approve the minutes of the June 1st meeting. **Carried**.

4) **Policy Issues Discussion and Potential Board Determination**
   a) Discussion and possible action on Medical Examiner potential rewrite/development
      project and how it could be marketed if updated.
      > Director Klein outlined the project. This project would enable CCITC staff to
      > keep their programming skills fresh. Estimated development time is 1200-1400
      > hours. This could be an asset if a regional morgue is created. There is also
      > potential for this software to be leased or sold to other counties. May be able to
      > start development in Fall 2021. Director Klein to gather answers for the next
      > meeting. Additional research is required before making the decision to develop
      > the software.
      > - If we were to rewrite this, what would the ownership be?
      > - How to sell software later?
      > - Lease it or just sell source code?
      > Before starting this project, Gerry would like to update the Inter-governmental
      > agreement with language on whether to lease or sell and how ownership and
      > financial arrangements would work.

   b) Discussion and possible action approving Service Level Agreement
      > The Board recommended the following language changes:
      > - County, City and NCHC are referred to as customers and partners.
      >   Leonhard recommended consistent language using founding partners or
      >   owners.
      > - Leonard suggested adding a line under section 5.2 highlighting that it is
      >   CCITC's responsibility to facilitate coordination among the three partners
      >   on similar projects.
      > - Strebe questioned the scope of disaster recovery services inquiring if
      >   recovering from ransomware is one of services. Director Klein to send
      >   Security Policy and Disaster Recovery documents to Board members.
      > **Strebe/Groat** moved/seconded to approve Service Level Agreement document
      > contingent on the terminology cleanup. **Carried.**

   c) Discussion and possible action approving Project Prioritization contract with
      consultant.
      > Following up on the last meeting redoing the project prioritization process
      > Director Klein met with the consultant. The Board received an updated
      > Statement of Work.
      > **Rosenberg/Boutain moved/seconded** to move forward with the contract and
      > identify funding sources for the project management scope of work. **Carried**

d) Discussion and possible action approving contract to aid Langlade County with their Superion project.

> The Marathon County Sheriff Department and CCIT are working with Langlade County for Langlade County to be our backup DR site. IT encouraged to buy Superion and ZTron. Langlade County has asked for CCITC's help with vendor management. A potential solution is to have Kristin Sorenson work with Langlade with their vendors - approximately 100-200 hrs. Current rate is about $79/hour.
>
> The Statement of Work (SOW) was not provided to the Board. Director Klein to send the SOW to the Board. Approval of this item was moved to a later meeting due to agenda error. (Langlade not Lincoln)

5) **Additional Functions required by Statute, Ordinance, Resolution or Policy:**
   a) Cell phone and Social Media archiving policies and tools that could be shared across partners.

   > City purchased Archive Social for social media archiving. The County has not purchased a tool. No one is doing text messaging archiving. Smarsh is an app that will archive text messages. Mayor will be testing Smarsh soon. NCHC has not selected a tool, but it is something they need to do. Leonhard suggested identification of a similar process that each entity can use. Director Klein was asked to assist with policy review. Director Klein mentioned it would be beneficial for one person from each entity to create a task force for records retention policy development for cell phone messages and social media.

6) **Educational Presentations and Board Discussion**
   a) Project Prioritization focused tool versus II Infrastructure Library (ITIL) based suite.

   > CCITC needs a resource utilization tool to manage projects. Management is looking at software tools that will increase standardization in improve project management by implementing ITIL model standards.
   >
   > Director Klein hopes to bring a final software selection to the August meeting. Cost of project would require an RFP.   Meschke recommended that this be in the 2022 budget.

   b) Culture Survey results -Moved to the August Meeting.

   c) Project Prioritization Report - Moved to the August Meeting.

7) **Announcements**
   a) Next meeting is August 4, 2021, at 7:30 am in the City Hall Board Room and via WebEx.

8) **Adjournment**
   The meeting was declared adjourned at 8:37a.m.

   /a/ Michael Loy, Secretary (Jill Meschke, Interim CEO)