

## **CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)**

Date: August 4, 2021, 7:30 a.m. City Hall Board Room

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

Members Absent: Jill Meshcke

Additional Attendees: Dale Schirmacher, Troy Krezine, Jane Heil, Wesly Yuds,

### **1) Call Meeting to Order:**

The meeting was called to order by Lance Leonhard at 7:30 a.m.

### **3) Approval of the Minutes of the July 6, 2021 CCITC Board Meeting**

**Strebe/Gibbs** moved/seconded to approve the minutes of the July 6<sup>th</sup> meeting. **Carried.**

### **4) Policy Issues Discussion and Potential Board Determination**

#### **a) Discussion and possible action of purchase of ERP System**

Director Klein informed the Board that CCIT will be the owner of the software contract and he is currently working on contracts with the vendors. Termination language has not yet been agreed to with Workday. There are three third party software contracts in addition to ERP contracts with Workday. Debt Management, Job Costing and Cashiering are the three third party systems that will be purchased. Preferred go-live date is December 31, 2022. To meet the go-live date contracts must be signed in September 2021. Director Klein is presenting to the City Council and County Board in August. **Strebe/Groat moved/seconded** that CCITC be the point of contact and contract signer for all contracts related to the ERP system. **Carried.**

#### **b) Discussion and possible action on contract to assist Langlade County with their Superior project**

Langlade County is having address problems within the Superior system. Kristin Sorenson would assist Langlade County in working with the vendor to resolve the issues. Langlade County will pay time and materials for the consulting time. **Boutain/Gibbs moved/seconded** to approve the contract with the stipulation that the labor rate be reviewed to ensure that it covers CCIT's costs. **Carried.**

### **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 were discussed.**

Smash is being tested as a new tool for text message archiving. Director Klein suggested forming a task force to look at records retention policies. All three partners agreed to provide two representatives to serve on a task force.

### **6) Educational Presentations and Board Discussion**

#### **a) Cyber Security Update**

Dale Schirmacher gave presentation on the security program that included the status of current initiative planning.

#### **b) Culture Survey Results**

Director Klein outlined the results of the CCIT culture survey.

#### **c) Project Prioritization – The Board received a report.**

#### **d) Preliminary discussion on 2022 salary and benefit increases**

Director Klein asked the members what they are budgeting for 2022 salary and benefit increases.

### **7) Announcements**

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

## **8) Adjournment**

The meeting was declared adjourned at 8:56 a.m.

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