

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: August 30, 2021, 12:30 p.m. City Hall Board Room

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

Members Absent: Maryanne Groat

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

1) Call Meeting to Order:

The meeting was called to order by Lance Leonhard at 12:35 p.m.

2) Public Comment – There was no public comment.

3) Approval of the Minutes of the August 4, 2021 CCITC Board Meeting

Gibbs/Rosenberg moved/seconded to approve the minutes of the August 4th meeting. **Carried.**

4) Policy Issues Discussion and Potential Board Determination

a) Discussion and possible action of purchase of ERP System

- i. Termination language in the original agreement was not optimal. There is a consortium agreement that may include the required language. Gerry Klein is currently working on that contract. Director Klein asked the Board for direction on moving forward with the ERP contract. Gibbs asked for clarification on the pro and cons of the consortium agreement. **Rosenberg/Gibbs** moved/seconded to allow Director Klein to move forward with contract negotiations for the purchase of the ERP software including potentially using a consortium agreement. **Carried.**

b) Discussion and possible action on 2022 proposed budget changes

- i. Director Klein presented the proposed 2022 budget highlights. The Board also discussed the allocation percentages. No decision was made at this meeting. Additional information will be provided at the next meeting for the Board to act.
- ii. The Board was presented with a proposed list of labor rates charged to customer for 2022. A proposed 2022 rate increases for PC and Phone support rates was also presented.

5) Additional Functions required by Statute, Ordinance, Resolution or Policy:

6) Educational Presentations and Board Discussion

a) 2021 Pay for Performance Matrix and Current Pay Classifications were reviewed.

b) Schedule of Director Performance Review

Director Klein informed the Board how the process has worked in the past.

Chairman Leonhard instructed the Board on the timeline for Director Klein's 2021 performance review and any potential salary adjustment.

c) Project Prioritization –

a) The Board received a report. Director Klein highlighted some projects

- Crisis Center and Adult CBRF moves are complete.
- TIPSS – Municipal Court Software is going live this week.
- City approved the purchase of Special Assessment Software
- Varonis Security software identified risks and the security analyst has been working to mitigate those risks.

b) Contract with Consultant – Director Klein checked with the member on the Board as to whether he should move forward with this contract. Based on discussion the Board has decided to hold on this until a project management solution is selected.

7) Announcements

- a) Next meeting is October 5, 2021, at 7:30 am in the City Hall Board Room and via WebEx.

8) Adjournment

The meeting was declared adjourned at 1:50 p.m.

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