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

1) **Call Meeting to Order:**
   The meeting was called to order by Lance Leonhard at 7:30 a.m.

2) **Public Comment** – There was no public comment.

3) **Approval of the Minutes of the November 2, 2021 CCITC Board Meeting**
   Strebe/Gibbs moved/seconded to approve the minutes of the November 2nd meeting. **Carried**.

4) **Policy Issues Discussion and Potential Board Determination**
   a) Discussion and possible action approving Multi-Factor Authentication Board policy changes and overview of implementation schedule – The Board received a draft multi-factor authentication policy along with an implementation schedule. CCITC has hired a part-time project manager to help with this project. This project is a high priority as a result of cyber insurance coverage requirements.

      Dale Schirmacher went over an executive summary with the Board. He outlined the options for multi-factor authentication and recommended it be implemented for all user id's that have email or VPN access with limited exceptions. Domain administrator accounts would also require multi-factor authentication. The next challenge will be to implement multi-factor authentication on network systems that staff make configuration changes on.

      Director Klein asked for Board direction on how to handle push back from users regarding installation of an authenticator app on their personal cell phone. The board directed that CCITC issue the $16 token to users who do not want to install the app. If users lose the token they will be required to pay for a replacement or move to the soft token app.

      Meshcke/Boutain moved/seconded to approve the multi-factor authentication policy with the addition of the token replacement cost. **Carried.**

   b) Review, modify and approve 2022 work plan for Director – Director Klein presented the Board with a draft work plan. The Board requested adding a work plan item that addresses project completion of prioritized projects. The Board members will review the document and it will be discussed at the next meeting

5) **Operational Functions required by Statute, Ordinance, Resolution or Existing CCITC Policy:**
6) **Educational Presentations and Board Discussion**
   a) Strategic Plan process used in 2019 and goals identified – Director Klein outlined the process used to the develop the current strategic plan. Chairman Leonhard requested the prior documents be sent to the Board for their review.
   b) Project Status Report
      a) Resource Availability for Next 6 months – Multi-factor authentication and the ERP project are currently the key focuses.
7) **Announcements**
   a) Next meeting is January 4, 2022, at 7:30 am in the City Hall Board Room and via WebEx.

8) Adjournment
Rosenberg/Boutain moved/seconded to adjourn. **Carried.** The meeting was declared adjourned at 8:46 a.m.

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