

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

Date: June 2, 2020 7:30 a.m. City Hall Board Room

Members Present: Lance Leonhard, Pat Puyleart (C), John Tubbs, Kurt Gibbs, Michael Loy, Katie Rosenberg, Maryanne Groat, Thomas Boutain

Members Absent:

Additional Attendees: Dale Schirmacher, Julie Henrichs, Jane Heil, Rick Abreu

### **CALL THE MEETING TO ORDER:**

The meeting was called to order by Pat Puyleart at 7:33 a.m.

#### **1) APPROVAL OF THE MINUTES OF THE MAY 5, 2020 MEETING**

**Loy moved/Tubbs seconded** to approve the minutes of the May 5<sup>th</sup> meeting. **Carried.**

#### **2) DISCUSSION AND POSSIBLE ACTION ON 2021 CAPITAL PROJECTS**

The Board reviewed the summary 2021 CIP project list as presented by Director Klein. **Gibbs moved/Tubbs seconded** to approve the 2021 capital projects list. **Carried.**

#### **3) UPDATE ON ARETE INVESTIGATION**

Final report was received at the end of last week. Arete determined software was installed on the web server and accessed files but that there was nothing on the server that was confidential and no –exfiltration of sensitive data occurred.

#### **4) UPDATE ON OPTIV SECURITY PROGRAM RECOMMENDATIONS**

Final report was received last Friday. The network team will review the final report. The report contains areas for improvement by outlining a formalized governance plan and prioritizing work based on risk. The plan doesn't detail specific tasks. It outlines broad areas and leaves it up to the implementation to add details. It identifies security practices that we are doing but doesn't also give credit for those processes if they are not part of a formal governance program. The report recommends adding resources to run the program.

#### **5) DISCUSSION ON IMPACT OF COVID-RELATED REVENUE SHORTFALLS ON MUNICIPAL AGENCY BUDGETS FOR 2020 AND 2021:**

- City of Wausau – City has not seen an increase in property tax delinquencies at this time
- County – County forecasts a \$5.2M shortfall for 2020 due to decrease in sales tax income, interest income and property tax reductions.
- Director Klein outlined possible costs savings in CCITC's 2020 budget. The Board recommended holding off on salary adjustments until we have an approved 2021 budget.

#### **6) DISCUSSION AND POSSIBLE ACTION ON MODIFYING CCITC GOVERNANCE BYLAWS TO ADD OPERATING AGREEMENT WITH DETAILS ON LIABILITIES, OPERATING SPLIT, DATA OWNERSHIP ETC.**

Director Klein reviewed a sample operating agreement. Michael Loy indicated that he would like to see service levels in an operating agreement. The Board recommended reviewing the existing by-laws and creating a new document which incorporates all previously made changes. Director Klein indicated that he would have a draft for the August Board meeting.

**7) DIRECTOR'S REPORT –**

June will be busy. Adult Protective Services was moved to a new Ghidorzi building yesterday. Contractors ran new wiring. Later this week we will move Lincoln Industries Adult Day Services from the Lincoln County's network to the NorthCentral/CCITC network and domain. In early July US Digital Design will finish the work for the new Westside Station 2 Fire Station so that they can move in.

The Assessment Software Agreement with Patriot continues to be worked on. The Director is working with the City Attorney and City Assessor. There was a meeting yesterday trying to find a compromise in the language that was agreeable to both points of view.

Windows 78 eradication is wrapping up. There are about 52 devices left, of those 38 of those devices belong to NCHC.

Office 365 will be a hit on operating budgets for 2021. More detailed numbers were provided to the Board in 2018, 2019 and earlier this year. Ballpark numbers are an recurring yearly operational increase of \$94k, \$84k, and \$48k to County, NCHC and City budgets.

**NEXT MEETING DATE, TIME AND LOCATION:**

Next meeting is at July 7, 2020 at 7:30 a.m. in the City Hall Board Room

**8) ADJOURN – The meeting was declared adjourned at 8:30 a.m.**

/a/ Lance Leonhard Secretary