

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

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

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

Members Absent: Maryanne Groat

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 7:30 a.m.

1) APPROVAL OF THE MINUTES OF THE JUNE 2, 2020 MEETING

Loy/Rosenberg moved/seconded to approve the minutes of the June 2nd meeting. **Carried.**

2) ANNUAL ELECTION OF OFFICERS

Loy/Leonhard moved/seconded keep the same officers. **Carried.**

Pat Puyleart nominated as Chairperson

John Tubbs nominated as Vice Chairperson.

Lance Leonhard nominated as Secretary/Treasurer.

All of the nominations were carried by a unanimous ballot.

3) CONSIDERATION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE 2019 FINANCIAL STATEMENT AUDIT

Joy Palmer presented the 2019 financial statement audit. There was a recommendation that journal entries be reviewed and approved by the Director with a quarterly report to the Board. **Loy/Gibbs moved/seconded** to approve the 2019 financial statement audit.

Carried.

4) CYBER SECURITY UPDATE

Investigation is closed. Summaries have been provided to each of the Commission members. The initial vulnerability was patched and now additional security changes are being made as a result of the findings.

5) DISCUSSION AND POSSIBLE ACTION REGARDING CONTINUING SUPPORT FOR THE MARATHON COUNTY EMPLOYEE CREDIT UNION:

The Marathon County Employees Credit Union is not part of Marathon County. They are a service provider to employees. The Credit Union increases the security risks to CCITC. **Gibbs/Loy moved/seconded** to table this discussion until the next meeting. During that time Leonhard and Klein will review the Credit Union's lease and Director Klein will meet with the Credit Union Director. **Carried.**

6) DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE UPDATED CCITC JOINT AND COOPERATIVE AGREEMENT.

Director Klein reviewed the document with the Board and highlighted the updates. The Board discussed the term limits for Board members. Language will be drafted that addresses this issue and will be discussed at future meeting. Chairman Puyleart and Klein will bring forward recommendations at a future board meeting.

7) DIRECTOR'S REPORT –

- a. Project Status Report

- i. COVID-19 – Marathon County is implementing mandatory masks in public areas. CCITC will be having one helpdesk staff person work from home each week.
- ii. Pay for Performance – Director Klein outlined the plan for 2020 which is to proceed in August with one time performance based pay and pause any salary increases until the 2021 budget is approved. The board supported this plan.
- iii. Superior Project – Software updates will be coming in August and September. Key enhancements that we are waiting for are the DA Protect interface and the Rich Text Formatting addition for reports.
- iv. City Assessment Project – Contract was signed with Patriot. Software has been installed. City of Schofield data has begun to be converted. The contract requires the vendor to have all the data converted by the beginning of December.

8) NEXT MEETING DATE, TIME AND LOCATION:

Next meeting is at August 4, 2020 at 7:30 a.m. in the City Hall Board Room

9) ADJOURN – The meeting was declared adjourned at 8:44 a.m.

/a/ Lance Leonhard Secretary