CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)
Date: August 6, 2019 7:45 a.m. City Hall Board Room
Members Present: Robert Mielke, Pat Puyleart (C), Kurt Gibbs, Brad Karger, Michael Loy, John Tubbs
Members Absent: Maryanne Groat, Thomas Boutain
Additional Attendees: Dale Schirmacher, Jane Heil, Joy Palmer, CPA

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 JUNE 4, 2019 MEETING**
    Mielke/Loy moved/seconded to approve the minutes of the June 4th meeting. **Carried**.

2) **DISCUSSION AND POSSIBLE ACTION ON APPROVING 2018 FINANCIAL STATEMENT AUDIT**
    Joy Palmer presented the 2018 financial statement audit.
    Recommendation that the Director's expense reports to be approved by a Board member as well as journal entries.

    Tubbs/Mielke moved/seconded to approve the 2018 financial statement audit. **Carried**.

3) **DIRECTOR'S REPORT:**
    a) Strategic Plan Update – Director Klein led a discussion around 4 questions.
        i. Cyber Security – Michael Loy believes this is the biggest risk. Karger suggested CCITC pursue an optimal solution. Director Klein suggested preparing a list of identified risks and outlining the next steps. The proposed 2020 budget does not include a full-time staff security position. The Board suggested looking at ways to fund a position by mid-2020. The Board recommended that the $50,000 security audit be conducted using 2019 budget funds.
        ii. Extended Services of Towns and Villages – The Board agreed that this is a low priority.
        iii. Extending Service to Langlade County – The Board decided that this was a low priority also.
        iv. Adult Protective Services Move – The Board decided that this was a high priority.
        v. Strategic Plan Suggestions from Michael Loy:
                Strategic Direction B
            a. Collaboration Tools (need to support working at home and in the field)
            b. Board should discuss CCITC's continued support of Websites. Not sure that that is a good fit for CCITC
                Strategic Direction C
            c. He's hearing that not all of our project management staff are consistently using the same standardized project management tools
                Strategic Direction D
            d. Michael would like this to also identify that our strategy should be that application's don't own the Data and that NCHC's master copy of the data is outside any application that is using the data.
    b) 2019 Pay for Performance Matrix - The Board was provided with the 2019 matrix.

c) Preliminary 2020 Budget – Board was presented with a summary document of the preliminary 2020 budget. Director Klein outlined the highlights and major budget impacts. The Board didn't make any recommended changes other than to add the cyber security full-time position.
d) Staffing Update: Two vacant PC Technician positions have been filled. Interviews for the new desktop engineer position will start next week.
e) Project Status Reports – Board was presented with a project status report.

4) **NEXT MEETING DATE, TIME AND LOCATION:**
Next meeting is at September 3, 2019 at 7:30 a.m. in the City Hall Board Room.

ADJOURN – The meeting was declared adjourned 8:38 a.m.
/a/ Brad Karger Secretary