



IT STEERING COMMITTEE MINUTES MAY 13, 2015

The IT Steering Committee met on Wednesday, May 13, 2015, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Chris Botsch, Joe Burtch, Jack Coffey, Jim Jandovitz, Mike Lewis, Ed Lisinski, Kris Moen, Mason Pooler, Chuck Ruud, Steve Schaer, Monica Schultz, Dave Wepking, Jeanette Wardinski.

1. BP Logix Department Experts
Chair Grill reminded Committee members to let her know who the assigned representative(s) from their Department will be for the BP Logix project.
2. Review of Subcommittee Rankings
Chair Grill noted that all the subcommittee work and project rankings are now completed, and she thanked everyone for their work in putting together the project data. There are 90 items on the project list. Based on the timing ranked for each project, it would take approximately 1½ years for seven IT people working full time on the projects. It would be helpful to identify projects that we could use outside resources to accomplish the project work.
3. Next Steps – Resource Analysis
Our next step is to start working on the projects and continue work on those that have already been started, e.g., BP Logix, etc. She recommends establishing subcommittees for this phase to include: (1) NovaTime, (2) BP Logix, and (3) all other projects. These subcommittees then will meet with IT staff on a regular basis to work on the tasks/goals, etc. to complete each project. Committee Members thought it was a good idea to establish monthly meetings to keep the work moving forward, and Ms. Grill noted that some of the projects are already underway. Ms. Moen talked about the progress of NovaTime with the Public Works Department, and she mentioned that DPW and Finance will be on line first and they will then be adding one department at a time as this project progresses. Mr. Pooler talked about ProPhoenix and that the migration of data has begun but it is very slow and not much progress has been made. Police said the same applies to

the migration of the Enforcer data migration. It was suggested that perhaps an outside vendor should help with this. Both Fire and Police have many ProPhoenix projects on the list. The use of outside packages/resources was also discussed with IT involvement to see if they are of value. Ms. Grill also mentioned that she is working with the IT Department about realigning IT staff re working on the various projects. Ms. Moen commented that if BP Logix is the way we are going, then we have to be sure that our in-house staff can support it and provide continuity. Discussion also ensued about various departments having dedicated staff at their location, e.g., Fire now has an onsite IT person 3 days a week but would like to have 5 days a week. Police would like IT support on weekends and evening hours. DPW doesn't have an IT person at their location, but IT is involved in ongoing DPW projects. Ms. Grill said there is an understanding that there has to be more IT Department support and that is what we need to address. We are allocating people on a department basis and meeting needs as we can; however, if we need more IT personnel, we will need to go to Council with this request. Additionally, it is vital that there is a person(s) from each department dedicated to working on their projects and getting them done. Ms. Grill said departments also need to let her and Jim know how much dedicated time they need from an IT person to be able to address these needs. She asked that departments send her this information within the next week, including what their needs/requirements are, what long-term support may be needed, and if there are staffing options (evenings, weekends, etc.).

Ms. Schultz asked what the plans are for kiosks—how many, where located, cost, etc. Mr. Jandovitz responded that we are not at that point yet. This still needs a lot of research.

Mr. Wepking then asked how do we add new projects to the current list of projects, and Ms. Grill said they should be sent to her. A project subcommittee comprised of her, Mr. Jandovitz and one other person will continuously be reviewing projects, reprioritizing, and maintaining the project list. Mr. Botsch wondered how West Milwaukee fits into all of this; will IT be able to continue providing support services while taking on all these new projects and continue to provide the day-to-day support they currently offer. Mr. Jandovitz commented that if there is anything above and beyond the general services we provide, then they are billed for it, but he is unsure how they fit in with all the project work being taken on. He also mentioned that both South Milwaukee and Cudahy have been contacting him about providing IT services, and Ms. Grill said this is not happening with the current staffing levels.

Ms. Grill said the next steps will be to (1) set the new subcommittees, (2) look at outside resources, including the use of webinars, and (3) the IT Steering Committee will continue to meet once a month to discuss progress and hear reports from the subcommittees. The Committee agreed to meet the 4th Wednesday of the month in order to give subcommittees time to do their work and also so Ms. Grill is able to provide a more

timely report to the Council. As the meeting minutes of this IT Steering Committee are the basis of the Council report, staff confirmed that this new meeting time frame is manageable.

Ms. Grill said all previous subcommittee work is now completed, and the new subcommittees will be formed as follows:

- NovaTime – Kris Moen and each department expert as the program is rolled out to individual departments (currently working with DPW and waiting for vendor input).
- BP Logix – Jim Jandovitz, Kathryn Perrone, and department representative for whichever department they are working with at the time. This will be department specific, similar to how NovaTime is being handled.
- Public Safety – Mason Pooler, Chris Botsch, Jack Coffey, Kevin Koenig.
- Projects – Rebecca Grill, Jim Jandovitz, Ed Lisinski, Mike Lewis. Additional people may be involved at different times depending what is being addressed.

These subcommittees will meet and then report back to the full IT Steering Committee on the 4th Wednesday of each month. Also, Ms. Grill commented that by the end of June, we will want information on the cost of using outside vendors on projects if a department is recommending that. Mr. Burtch believes what we may find is that the cost to go outside may exceed adding in-house staff, and Ms. Grill said that will be addressed with the Council once these costs are known.

Synopsis of what is needed by June 23 meeting:

- 1.) Name of department expert provided to Ms. Grill (due by end of May).
 - 2.) Cost of outside resources/vendors, etc.
 - 3.) Subcommittees meet and provide their reports.
4. Center for Innovation, Performance Excellence, and Support Services

Ms. Grill said this topic pertains to the reorganization of ITC Department staffing, including repurposing people in Cable and the Print Shop. We are looking at using our resources in a better manner, and a restructure of services is a consideration. She mentioned an innovative director type of position that would work on projects, grant opportunities, project management, improvements, etc. This is just a general overview at this time and she will have more to report once further work is done in this regard.

In conclusion, Ms. Grill thanked everyone again for all their hard work on ranking the projects, resulting in the project data listing, so we can now move on to the next stage.

The meeting adjourned at 2:23 p.m.