**IT STEERING COMMITTEE MINUTES**
**AUGUST 26, 2015**

The IT Steering Committee met on Wednesday, August 26, 2015, at 1:30 p.m.

PRESENT:     Chair Rebecca Grill, Chris Botsch, Joe Burtch, Jim Jandovitz, Audrey Key, Mike
Lewis, Kris Moen, Mason Pooler, Monica Schultz, John Stibal, Dave Wepking,
Jeanette Wardinski.

1.     Novatime Update
Kris Moen provided an update on this project.  They are in the process of bringing all
City Hall departments online by the end of the year and have reached out to the Library
and Health Department to get started.  They will get back to DPW and are putting
together a plan/time frame for dealing with the level of detail needed with this
Department and its Divisions.  She discussed the training that is involved when a
department is brought online with the program.  Police and Fire representatives expressed
interest in Novatime, and Ms. Moen said because of the way these departments report
time (24 hour shifts, etc.), we will need to meet with the consultant to see if the system
can work for them.

2.     Outside Resource/Vendor Review
Ms. Grill asked for status report for those working with outside vendors.  Mr. Wepking
said they are still working on their projects with the outside vendor; costs for this work
will be coming this week.  Ms. Key said they have started to explore some of their things
that they had worked on with IT, and they are now meeting with Civic Plus. There was
some discussion on funding for outside vendor costs, and Ms. Grill said this will be
addressed through the capital account during budgeting.

3.     BP Logix Update
Jim Jandovitz reported on several items including status of credit cards as part of the
process, the use of the Christmas tree lot online application process, and online entry in
BINS for occupancies.  Ms. Schultz asked if we are running parallel systems when
implementing new procedures to make sure it's all working property, and Mr. Jandovitz

said yes we are.  He also mentioned that Pat Walker has started on entering grass and weed complaints for Forestry, and that system has been up and running and doing well. Mr. Wepking is interested in expanding the program to Sanitation and Streets, etc. Further discussion ensued on these and other project ideas.

In closing, Mr. Jandovitz mentioned that BP Logix is featuring West Allis in a national article on their product, which is great exposure for us.

4. Project List Update

Ms. Grill provided an update on the project list, noting which are in progress and others that are waiting. The current project list is available in the T drive and she will email it to ITSC members.  In lieu of meeting in September, she will provide updates with the project list to everyone.

Mr. Botsch asked about budgeting for projects.  Mr. Jandovitz clarified that Police specific items should be budgeted in the Police budget.  He said past practice has been that a department specific item is budgeted in the department, but if multiple departments are involved, then it's IT funded. Ms. Moen clarified that some items are capital costs and will be funded out of that account, but it is best to start with the department budget and they will then be reviewed during the budget process.  Ms. Grill also mentioned that for those issues that need immediate attention, e.g., the backup Police server, we will need to address sooner.  Discussion ensued on the specific issue involving the Police Department backup server and concerns about loss of critical information.  Mr. Jandovitz commented that anything we need done now/immediately, we do have options but at a cost.

5. Next Meeting

Ms. Grill said the Committee will not meet in September, but will meet again in October. Moving forward, we will need to decide on a meeting schedule, whether monthly, bi-monthly, etc.

The meeting adjourned at 2:32 a.m.

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