



IT STEERING COMMITTEE MEETING MINUTES September 28, 2017

The IT Steering Committee met on Wednesday, September 28, 2017, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Tony Warkoczewski, Jonathan Kuzma, Pat Walker, Marion Bretl, Steve Beyer, Chris Botsch, Mason Pooler, Ed Lisinski, Sally Nusslock, Monica Schultz, Dave Wepking, Jon Matte, Jason Williams, Pete Daniels, Paul Barwick, Dave Young

Ms. Grill began by informing Committee members that she is recommending the appointment of Tony Warkoczewski as the IT Director. She then asked Tony to lead the discussion for today's meeting.

Mr. Warkoczewski addressed all agenda items through his PowerPoint presentation. Click this link for presentation details: [9/28/17 IT Steering Committee PowerPoint Presentation](#)
Some key points are mentioned.

1. Project List and Updates

- BP Logix highlights
- GIS highlights

Tony explained the project list has been updated to include all requests. There are 104 total projects, but the list doesn't include IT-sponsored infrastructure efforts. From here, he wants to develop a list of meaningful efforts. The #1 project is the switch of RMS Systems from Zoll to ProPhoenix. He then asked Marion to provide an update on BP Logix. She proceeded to highlight the main projects and volume of activity involving the seven items listed. She noted that the nighttime parking permit system has really taken off with a huge amount of online use. She responded to questions about devices people are using (we cannot track that), percentage of online vs. paper usage (mainly paperless), employee vs. citizen use (able to determine internal computer use), etc. She mentioned the status of other projects and noted the continued growth and use of the system. Ms. Grill agreed we have made a lot of progress. She said there has been a request for training on this for the alderpersons, and Tony said that is a project we can add to the list. Jon Matte asked about mobile usage with forms, and Tony said we don't have that ability, and that Jim was always requesting this from BP but it hasn't gone anywhere yet.

Next, Pat Walker referred to the GIS highlights and reviewed the various projects they have been working on. A complete listing of these projects is included in the PowerPoint. Of note is the NPR Public Radio broadcast mention of the West Allis GIS and Fire Dept. working on Narcan events.

2. Spiceworks Tickets

Jon Kuzma said the system continues to work well and he is able to review the status of tickets if there are any questions. No questions at this time. Ms. Grill said we also need to provide training for the alderpersons on Ask Allis. Pat Walker said there is training we can provide for alderpersons that would be very useful. Tony also thinks we can be doing more with new employees to let them know what we are doing technology wise.

3. Priorities for IT heading into 2018

Mr. Warkoczewski spent time reviewing this portion of the PowerPoint. He explained they first studied the city's strategic goals, interviewed their "customers" (various city employees), and arrived at five (5) key IT priorities. They then broke out the priorities into actionable tasks and how to get them done. This process was presented to the Administration & Finance Committee with the request for three additional FTEs for the IT Dept. He explained how these three positions would be utilized to accomplish the priorities. As they continue to refine how to achieve their goals, will need to determine measures to chart progress, continue to refine the list of activities as priorities change, and find ways to report progress.

4. Future of IT Steering Committee

Mr. Warkoczewski said at some point we will need a group to review IT Dept. work/progress and to govern/oversee IT work/projects. He is looking for input from this Committee on what type of structure that would be. He wants more strategic insight into department projects, and he views an IT business liaison role to help this along. Ms. Grill mentioned the other issue driving a committee structure is the Supreme Court ruling about open meetings/records; e.g., should this committee, and others, be working groups rather than a full open reporting structure. Comments/opinions were offered by some Committee members. Mr. Williams thinks the Committee should be much smaller. He's mainly a user and isn't interested in the overall work of all these other Committee responsibilities. Ms. Schultz said she finds it interesting to see what else is going on in the organization; she would like to see a structure that allows input on projects and how they are prioritized. Tony offered additional points about needing a senior level for input on priorities, and feedback into the work effort is important. He mentioned a two week cycle of feedback/prioritize/deliver, and he overviewed the 1-4 week "sprint" of work. He also referred to IT's custom development of product which he wants to move away from and usage of outside product. In other words, buy a solution, not develop it ourselves. As discussion continued, Mr. Wepking suggested using the Dept/Div Head Staff meetings as a vehicle for updating departments on what is going on with IT projects, etc. Mr. Lisinski agreed this would be a good way to provide updates, and he also suggested reinstating ITUG meetings. He offered the idea of a priority/governing committee with one representative from police, fire, health, DPW, and City Hall; make it a more mobile/agile group. The Committee liked these suggestions, and staff will continue to work on developing a new structure and report back at a future time.

There being no further discussion, the meeting adjourned at 2:20 p.m.