



IT STEERING COMMITTEE MINUTES

March 22, 2017

The IT Steering Committee met on Wednesday, March 22, 2017, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Ed Lisinski, Chris Botsch, Jim Jandovitz, Jonathan Kuzma, Sally Nusslock, Mason Pooler, Monica Schultz, Kris Moen, Joseph Burtch, Pat Walker, Michael Wright, Brenda Schmid

1. Property Code Maintenance

Jim Jandovitz started the meeting discussing Property Code Maintenance. Mr. Jandovitz has put Marian Bretl in charge of the Property Code Maintenance Program. Ms. Bretl has been reassigned working in BINS Dept. to further work on the project. Demonstrations on the new Property Code Maintenance to take place the following week. System to go into live use on Monday, April 3. BINS has already started to use the system. Laura Temke at Health Department has also started use.

2. Work Order System

Meetings have been conducted every other week with Public Works Staff and IT Staff working on development of the system. Processes are developing and Finance is starting to get involved for tracking and finance reports needed. NovaTime deployment at Public Works will be rolled out at same time as Work Order System. Kris Moen will be attending upcoming meetings to answer questions and assist in development. All work processes are being charted and mapped to visualize all steps involved. Currently, approximately 500 types of work orders could exist.

3. Marian Temp Assign to BINS to focus on Building Processes

Discussed under item 1.

4. Project List and Updates (Jim, Pat, Jon, Marian)

Pat Walker: Update on trainings that have taken place. Training Calendar has been produced so that staff has a better idea of upcoming training. He mentioned the GIS projects that have been worked on over the last two months. City of Wauwatosa has approached the City of West Allis to assist in GIS maps and programs. Phone System upgrade still on hold. Phone Reporting Server is now back in service after being out for one year. Consultant working on issues to retrieve more data than one day histories.

Jonathan Kuzma: Status on current service request tickets. Averaging 230 service requests per month over the last three months. Police Department Server replacements have been put out to bid, and waiting on Purchasing for the results to move forward on that project. Network Firewall replacement has been purchased and awaiting arrival for

install. Desktop Computer Replacement information has been submitted to Purchasing Department to send out for quotations.

Jim Jandovitz: Still attempting to hire to replace Kathryn Perrone. Have gone through three recruitments and not found a viable candidate. Also starting the process of filling the position of Network Technician vacated by Kevin Koenig in May of 2016. Currently filled by a temporary appointment employee.

Mason Pooler brought up the discussion of a City Wide Data Analyst position. Discussion occurred amongst all present that a City Wide Data Analyst position is difficult because of the type of data required by each different department and volume of data that could be collected. Kris Moen stated that a staff member of each department should be trained to assist in getting data and reports for the department instead of relying on other departments to know how to get the data.

5. Project Templates/Charters

Mr. Jandovitz described a template going forward for all project development. This will use a method called Agile Development. The Agile method is to speed the project by using a sprint/iterative process. Each sprint to be a set time frame and then project development stops for testing and review. All items on the current project list should be re-entered through the new template for a better understanding of the scope and requirements of the projects currently outstanding; then, a better timeline and cost analysis can be completed if projects should be done in-house or contracted out.

Jim Jandovitz will send out follow up meeting invites to assist departments on how to fill out the project template forms in a standardized manner. A sample completed form will also be sent for staff if they want to start beforehand.

6. Next Meeting – May 31, 2017, 1:30 p.m.

The meeting adjourned at 2:40 p.m.