IT STEERING COMMITTEE MINUTES
January 27, 2016

The IT Steering Committee met on Wednesday, January 27, 2016, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Chris Botsch, Joe Burtch, Jim Jandovitz, Mike Lewis, Jon Matte, Sally Nusslock, Mason Pooler, Chuck Ruud, Monica Schultz, John Stibal, Jeanette Wardinski.

1.   BP Logix Update
      Jim Jandovitz provided an update on BP Logix projects, including occupancy permits, licenses/permits, snow/ice complaint system, work orders. He mentioned that we have enabled online credit card payments. About half of occupancy permits are now being done online and we've had no complaints. People have the ability to log on and see the status of the permits, and we are working with Planning on their portion of the project. He offered further explanation of the features of this project, including mapping of permits, etc. Mr. Jandovitz said the Clerk's office continues its work on the pet license project, and they will be trying it out before it's released for resident use. Regarding the Public Works work order system, he said we will roll this out in stages and expand on it as people are trained. He next mentioned that the Fire Department's CPAT (Candidate Physical Agility Testing) project continues to make progress and the forms will be online. Mr. Pooler commented that they will be doing this for other departments throughout the state. Mr. Jandovitz said that a lot of progress is being made on all projects and they are working with departments to have staff create forms, etc. to free up IT staff time.

      Next, Mr. Jandovitz addressed the complaint/code violation system. He said BPL is very interested in this project and they have quoted the City $25,000 to take on the development of the system; this would take 4-6 weeks to accomplish. BPL will get the bulk of the work done and IT will finish with the particular details IT wants included. Mr. Stibal wondered how much has been budgeted for these types of things, and Ms. Grill said there are a couple thousands of dollars budgeted for these types of projects. In order to move forward on this, Mr. Jandovitz would like to introduce a communication for the February 2 Council meeting. Discussion ensued on ownership of the program and being

able to use it for other projects. Mr. Jandovitz said the program will be ours and he will have the City Attorney review the contract. Ms. Grill asked for Committee approval, and the Committee members present all agreed to move forward with BPL taking on the development of the complaint/code violation system.

2. HRIS System

Ms. Grill reported that we have been reviewing different options for an HR and payroll system. HR, Finance and Communications have been involved in this process, and we are currently looking at two companies for this project. Purchasing a program for this work will take 13 projects off our project list. The program will allow these departments to do many things online, which has been the goal of the HR Department for a long time, with payroll being added on more recently. This will also allow both departments to integrate into Novatime. Ms. Grill said she would also like the Fire and Police Departments to look at this and they will be invited to participate.

3. Novatime

Ms. Grill reported that Kathryn Perrone continues to do Novatime training. Mr. Jandovitz said now that the work order project is being done in BPL, we will be able to go back to Public Works and make further progress on their Novatime reporting. Ms. Schultz said she is trying Novatime with the election inspectors and will see how it goes. Mr. Burtch said because of the way the Engineering Department reports its time based on projects, they are spending several hours a week inputting into Novatime. He offered suggestions on how this could be improved on. Mr. Stibal said his office is encountering the same problems, that it's a cumbersome way to do timesheets, and he agrees that improvements need to be made for their type of reporting. Mr. Lewis said we may be saving a few hours on the Finance side having this program, but a lot of time is being spent by employees in these departments to report their time. Mr. Jandovitz said he will consult with Kathryn on this and look at it with these departments.

4. Intranet Update

Mr. Matte appeared before the Committee and reported that we have contracted with Civic Plus to develop a new intranet system for the City. This company also manages our internet system. The new intranet will have its own branding and it will be easier to administer because of the new platform it will be set up on. There will be login capabilities for both employees and retirees. He presented a visual showing of another community's site as an example of what we would have. He hopes to do a group reveal in March and launch the new site in April. When asked, Mr. Matte said the cost to maintain the site is $9,200 the first year, which includes the development, and then $1,500 yearly after that. Further discussion ensued on how to make the intranet available to employees and whether it should come up first at login.

5. ProPhoenix Implementation
    Ms. Grill provided an update on ProPhoenix projects. Mr. Pooler said they are in the process of switching the Record Management System (RMS) over to ProPhoenix. He reported on the status of the project work and what Kevin from IT is working on. They are making good progress, and having Kevin at their location full time is definitely helping.

6. Center for Excellence Transition
    Mr. Jandovitz explained how the IT Department is currently operating. Jon Kuzma is now in charge of day-to-day operations and hardware, and Mr. Jandovitz steps in only if necessary. Pat Walker handles GIS and software support, including training. We are in the process of obtaining 12 computers for training purposes and propose using the art gallery for setting up these sessions. The emphasis is going to be on training and re-training employees, mainly with Microsoft Office products. Mr. Pooler asked about the status of Adobe. Mr. Jandovitz said once we get the equipment, we will begin that training and Mr. Walker will be contacting departments on that. Additionally, in addressing open positions, his intent is to hire a trainer and Microsoft expert to take over the types of things Kathryn did. The third area of the Department is our process development using BPL. The three sections work independently. Once all positions and people are in place, an official name change for the Department will occur, i.e. IT Department to Center for Excellence. In conclusion, Mr. Jandovitz commented that IT is moving into the business process world and the process world is moving into IT because they see the need for it with what they are doing. The direction is business processes and operational improvements, and we are on the cutting edge of the change.

7. IT Steering Project Request Form and Guidelines
    Ms. Grill explained that when we were originally ranking projects, we filled out a ranking form. We are now working to get this process computerized through an online process. In addition, we will need to determine the guidelines for projects, whether they be based on timing or other criteria. The Committee discussed ideas on who enters projects, who reviews them and determines if they become a project, what input the ITSC has in the approval process, etc. The Committee agreed Ms. Grill should come up with a plan and report back on the process to establish the form and guidelines.

8. Project List Update
    Ms. Grill spent time reviewing projects with various members present. Based on today's input, she will update the project list and send it out to the Committee. Ms. Schultz mentioned that the IT Department has been very helpful as she works with the new state wide voter system that the GAB is working on. She thanked Mr. Jandovitz for this assistance.

9.   <u>Next Meeting</u>
        The Committee is scheduled to meet next on March 23 at 1:30 p.m. This Committee continues to meet on the fourth Wednesday of the month, and meetings are now being held bi-monthly unless a meeting is needed sooner.

The meeting adjourned at 2:48 p.m.

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