



## IT STEERING COMMITTEE MINUTES MARCH 11, 2015

The IT Steering Committee met on Wednesday, March 11, 2015, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Chris Botsch, Jim Jandovitz, Audrey Key, Mike Koszalka, Mike Lewis, Ed Lisinski, Kris Moen, Sally Nusslock, Mason Pooler, Chuck Ruud, Monica Schultz, John Stibal, Dave Wepking, Jeanette Wardinski

1. BINS/BP Logic Demonstration

Chair Grill said Mr. Jandovitz would start the meeting by giving a demo of the BP Logic (BP) system. Mr. Jandovitz said the demo will show the power of the program, and he talked about occupancy permits that BINS is starting to enter and how that process works through different departments. He showcased the complaint process with the BP program, and then provided a demo on starting a new business and the different stages of the permitting process. He said the goal is to get away from custom programming, and he confirmed that BP Logic gives us the ability to convert our data bases to BP. Mr. Lisinski commented that the possibilities are endless. They started with occupancy permits because is so all-encompassing, and if it works, we will be able to do anything.

2. BP Logic – IT Projects

3. Review of Categorization of Projects

Chair Grill handed out the List of IT Projects and discussed how we need to prioritize these projects. The listing shows a “category” column as a means of assigning projects for review. An online form will be available so that departments can input as much information as possible about their projects. Mr. Jandovitz said the forms will be available through the BP Employee Portal and he will send everyone an email with the login information to begin this work. The MENU process was mentioned as an aid in this process. Projects are prioritized based on whether they are Mandatory, Essential, Nice, or Unessential. Nice programs need to be converted to M or E or they are U and discontinued/transferred, and a program determined to be Unessential is either discontinued or transferred to another department. Some common criteria was set as an aid when considering projects, and these include: timing, duration of project, money, resources, skill level, impact on employees/city, and impact on the public. The goal of the

IT Steering Committee is to establish these priorities so IT can get projects done. Deputy Chief Botsch commented that they already have an IT person devoted solely to their work and they prioritize his projects. He wonders how this fits into this Committee's work. After some discussion, it was determined that Police will determine their priorities and communicate to this Committee what extra resources they need to get their projects done. It was also mentioned that it is important to set priorities for these projects but do we even have the staff to perform what we need to do. Mr. Jandovitz commented that when this group determines what it wants to get done, then we go to Council to address the staffing and monetary needs to accomplish this. Additionally, Mr. Jandovitz offered to jump start this work by having IT staff determine the timing for the projects, e.g., one day, one week, long-term, a simple equipment/software purchase, etc. This will give the IT Steering Committee an idea of what the skill level and time associated with each project is, while also being cognizant of what the IT staff is already doing and how much more they can do. Mr. Botsch also noted that even though we are looking at projects that we want done, we all have things going on now that need support, and he also mentioned afterhours and weekend support. Ms. Schultz asked about the possibility of contracting out some work beyond what IT will do. Further discussion ensued.

4. Establish Subcommittees – members and guidelines

Ms. Grill referred to the Project listing and mentioned that the “category” column shows the subcommittees that will be formed. She asked those present to consider what subcommittee they want to be on, who will want to take the lead for that group, and that the job of subcommittees is to set project priorities using the MENU approach and criteria previously mentioned when considering projects. After discussion, it was decided that Ms. Grill will send around a list of subcommittees to Committee members to see what people are interested in working on and who will take the lead for each one.

To wrap up, Chair Grill noted that:

- Mr. Jandovitz will go through each project and estimate the length of time the work will take.
- Criteria to consider for projects: timing, duration of project, money, resources, skill level, impact on employees, city, public.
- This work to be done by the April 8 meeting. March 25 meeting is cancelled as both Chair Grill and IT Director Jandovitz will be out of the office that week.

The meeting adjourned at 2:50 p.m.