IT STEERING COMMITTEE MEETING MINUTES
July 26, 2017

The IT Steering Committee met on Wednesday, July 26, 2017, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Pat Walker, Ed Lisinski, Jim Jandovitz, Tony
Warkoczewski, Steve Beyer, Chris Botsch, Joe Burtch, Mason Pooler, Monica
Schultz, Dave Wepking, Jon Matte, Mike Barylski, Bart Griepentrog

1.   Solutions Analyst
Jim Jandovitz introduced Mike Barylski as a full-time Solutions Analyst with
responsibilities including data management, software administration, and analysis. Mike
has begun knowledge transfer with both Kathryn Perrone and Jim Jandovitz.

2.   Project List and Updates
Jim Jandovitz led the Committee through updates to some of the major IT projects:
a.   Door Locks installed at City Hall. New, updated Keri door lock system installed at
City Hall and key cards assigned and distributed to key personnel requiring access to
City Hall. Initially, key cards will only allow access to outside doors and City Hall
Gallery. In time, key cards will also be used to access inside doors such as IT,
kitchen, conference rooms, and other sensitive areas. The door lock controllers for all
other city buildings will be updated to allow one key card for access to all and using
security groups to manage access.
b.   Attorney's Access Databases.
c.   Online Complaint System. Marion Bretl making progress.
d.   Radio System – Police.
e.   Work Order System. DPW looking at Asset Management solutions that also contain
work order processes. The committee supports having a purchased package for DPW
that supports their unique asset and work order processes. This does not exclude us
from using BP Logix or other solutions for work order solutions for departments
outside of DPW.

3.   Spiceworks Tickets
Jon Kuzma provided detail on the types and number of server request tickets, including
new, open, and closed.

4.   BP Logix Processes In Place and In Progress
Jim Jandovitz discussed BP Logix and how this software has automated a large number
of processes. Metrics were provided which showed the number of e-forms now on the PB
Logix platform (30+) and the volume of requests within each e-form. Jim shared how
much more the city could do with this software and recommended ongoing investment of
resources to continue its development.

5.   WiscNet
     New Internet Service Provider for the city. Our contract with Time Warner for Internet
     Service ended on August 1 (but has been extended for 1 month) as we are switching over
     to a new provider named WiscNet. WiscNet is a non-profit that provides data networking
     solutions for Wisconsin-based public organizations. Many of our neighboring
     communities have already switched over to WiscNet. Our contract with them will
     increase our Internet bandwidth up to 10x current capacity and save us $11,200 annually.

6.   Printer Project
     There is a project underway to evaluate number of printers, amount of printing, as well as
     the existing contract to consolidate and reduce costs.

7.   State Fair Preparation
     Jim Jandovitz and Tony Warkoczewski provided an update on what IT was doing to
     prepare for the State Fair. Others in the room also provided updates on changes to how
     the city would be supporting the Fair this year.

8.   IT Assessment
     Tony Warkoczewski presented an overview of his assessment of IT in the City of West
     Allis. Tony's formal report will be completed soon and the recommendations presented
     will be fed into the 2018 annual budget preparation process.

9.   Core Values and Competencies
     With continual advances in technologies, there is a greater necessity for City employees,
     current and future, to possess a basic level of computer and technological competencies
     and skills. Ms. Grill informed the Committee that the criteria for these core values and
     competencies is currently being developed and reviewed for inclusion on all job
     descriptions and within employee performance evaluations, as appropriate. Additionally,
     as technology advances, so does the knowledge of the IT staff.

10. Next meeting – September 28, 2017, 1:30 p.m.