



IT STEERING COMMITTEE MINUTES APRIL 8, 2015

The IT Steering Committee met on Wednesday, April 8, 2015, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Chris Botsch, Joe Burtch, Jim Jandovitz, Audrey Key, Ed Lisinski, Chuck Ruud, Monica Schultz, John Stibal, Dave Wepking, Mark Wyss, Kurt Zellmann, Lynn Jopek.

1. Review of IT Time Estimation/Skill Level

Chair Grill asked Mr. Jandovitz to review the IT time estimation/skill level required for projects. He stated he started to review the list of projects, but did not have time to go through the list. Mr. Jandovitz also noted that some of the projects have already been started, and others have been completed.

2. BP Logix Department Experts

Chair Grill asked the Committee members if they felt each department should assign a representative for BP Logix. She noted the department representatives should be able to do minor revisions, without relying on IT for everything. The Committee members agreed this was a good idea and may like to assign more than one representative from their departments if that was OK, in order to have coverage for vacations, and different individuals could be assigned to various kinds of projects. Chair Grill stated that was fine, and if everyone was comfortable with establishing representatives from their department, they should send the information to Mr. Jandovitz and her. Mr. Wepking asked if each department would be assigned an IT employee for their projects, and Mr. Jandovitz stated that is his intention but may not always be possible dependent on the projects being worked on, their priority, etc. Chair Grill stated once the projects have all been reviewed and prioritized, it may be necessary to go to Council and request additional staffing.

3. Subcommittees

- **Adjust Members/Committees**

Chair Grill reviewed the subcommittees and noted two categories, Hardware/Networking and Media/Security, are in need of more members. Because no Committee members volunteered, Rebecca stated that she and Mr. Jandovitz would be part of those subcommittees. With Mr. Burch volunteering to be on the BP Logix and Public Safety Committees, the members of each subcommittee are:

- BP Logix – Chuck, Mike, Dave, Monica, Audrey, John, Ed, Joe
- Hardware/Networking – Mike, Sally, Rebecca, Jim
- Media/Security – Sally, Rebecca, Jim
- Other (GIS, Training, Research) – Dave, Sally, Chris, Ed
- Software (HTE and Novatime) – Kris, Mike, Dave, Audrey
- Public Safety – Chris, Steve, Ed, Joe

- **IT Staff Assignment**

The Committee members discussed if they felt an IT staff member should be assigned to each subcommittee, and they all felt that was a good idea.

- **Choose Subcommittee Chair and Scribe**

After the Committee members discussed how the Chair and Scribe should be chosen for each subcommittee, it was decided that the Committee members will pick these individuals at the first meeting and let Rebecca know who is chosen.

- **Schedule First Meeting**

A discussion was held as to who will schedule the first meeting of each subcommittee, and it was decided that Chair Grill and Mr. Jandovitz would assign an IT employee to each subcommittee, and that individual will contact the members to set up the first meeting.

- **Guidelines and Criteria**

A discussion ensued regarding what the guidelines and criteria were for determining how to prioritize projects. Some of the issues discussed were determining what is considered a project and needs to be put on the list; will departments still have ongoing support from IT for day-to-day issues in addition to these projects; and the amount of time required to prioritize all the projects (currently about 130 on the list). Chair Grill stated IT employees would still be available for day-to-day issues, and the other issues will be worked on as the subcommittees start meeting.

Chair Grill referred the Committee members to the sheet that will be used to determine how each project will be rated, with 0 being the least positive impact and 5 being the most positive impact. She noted each category (Timing/Priority, Duration of Project, Estimated Project Cost, # of Citizens/Businesses Impacted per Year, # of Employees/City Impacted per Year, Time Savings per Year, and Cost Savings) will be rated 0 to 7, with 0 being least important and 7 being most important to the operation of the business. After a discussion on how the items should be weighted and how the points should be given, the Committee members voted on each category. Chair Grill noted after the points have all been totaled and weights have been determined, Committee members will be informed as to the criteria that they will be using to rate each project on their lists.

The Committee members were then asked which category they felt was most important, and the results were 5 members stated # of Citizens/ Businesses Impacted per Year, 4 members stated Time Savings per Year, 1 member stated Timing/Priority, and 1 member stated # Employees/City Impacted per Year.

Mr. Jandovitz referred to the table, noting the different categories that will need to be filled in for each project, and after completed, the subcommittees should report the most important ones to Chair Grill and him. A discussion ensued as to how the project importance may be confusing (i.e., an important project may be lower on the list because of it being expensive). It was determined that the importance of projects may be changed throughout this process, but each subcommittee should do their best to rate the projects and report back to Chair Grill and Mr. Jandovitz, knowing there will be tweaking of the process along the way.

Mr. Jandovitz noted an IT employee will be contacting each subcommittee soon to set up their first meeting.

The meeting adjourned at 2:53 p.m.