IT STEERING COMMITTEE MINUTES
September 28, 2016

The IT Steering Committee met on Wednesday, September 28, 2016, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Steve Bane, Chris Botsch, Steve Beyer, Joe Burtch, John
             Kuzma, Ed Lisinski, Jon Matte, Sally Nusslock, Monica Schultz, John Stibal,
             Jeanette Wardinski

Ms. Grill asked if there were any immediate needs or items to discuss before going over the agenda. Mr. Beyer reported that Marion Bretl from IT is working with the Police Dept. on the permit program. No further comments were offered.

1.   Tickets
      Ms. Grill reported there are 244 open tickets in Spiceworks, up significantly from the last reporting. She asked for discussion on any of the open items; no comments were offered.

2.   BP Logix Update
      Ms. Grill asked how the permit project is going. Mr. Burtch said he hasn't heard of any problems, and they connect with Marion if there are any issues. Mr. Lisinski commented on the code enforcement program, which BP was hired to work on for us. We've had a once go around and found that it was not as user-friendly as we had hoped, and many changes are needed. He said they are basically starting over because what they originally thought they needed and the changes they want will cost an additional $10K over the initial cost of $20K. Mr. Stibal thought it was critical to keep this project going; we have been working for years on how to do this, and he feels the additional amount should be paid to get this done. He also stated that BP has done a lot of things for free for us to get this government part of their business going, and because it is what BP wants to continue/ pursue, we should take advantage of what they have to offer. The Committee agreed that we need to continue with this project and felt the additional cost should be paid.

      Ms. Grill then informed the Committee that work will begin in October for mapping out the work order system, and this project will involve ESRI working with BP Logic. Mr. Kuzma explained that IT will be getting the database in order for this project. Ms. Grill asked Ms. Schultz if the animal licensing project is finished. Ms. Schultz said a few things have come up with it that will need to be resolved before the project is completed. Ms. Nusslock said she is waiting to hear back from Mr. Jandovitz on online scheduling through BP. Ms. Grill wondered if CivicPlus could be used for this instead. Mr. Matte said there are modules within the city web site that can probably do what she wants. He will look into this and get back to Ms. Nusslock about it.

3.   New Project Requests
        Ms. Grill asked if there are any new BP project requests that need to be discussed. Mr.
        Matte said he was advised that the print shop work order form will be taken out of
        Spiceworks and will tie into the work order system.

4.   Review of Outstanding IT Steering Committee Projects
        Ms. Grill asked if anyone needed to discuss a specific project or wants to go through the
        list presented today. Mr. Burtch asked about the status of the occupancy permit project,
        and when will it get into Development and other departments? Mr. Lisinski said they are
        still tweaking things before it gets going, and Mr. Stibal commented that's why it is so
        important to get BINS going with BP Logic at the additional cost.

        Mr. Matte referred to the Channel 25 streaming project and that he is working with
        CivicPlus on this. Mr. Bane asked if the October 11 rollout on CPAT (Candidate Physical
        Agility Testing) project is still on track, and Mr. Kuzma and Mr. Beyer said yes it is.

5.   Next Meeting
        Ms. Grill said the Committee will meet on November 16 at 1:30 p.m. rather than the
        previously scheduled November 23 meeting date as she will be out of the office on
        vacation. The Committee typically meets bi-monthly on the fourth Wednesday.

The meeting adjourned at 1:50 p.m.

ADM\ITSC\AM\M092816