



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Minutes

CITY INFORMATION MANAGEMENT COMMITTEE

ALD. MARK BORKOWSKI, CHAIR

David Henke, Vice-Chair

Timothy Richter, Robert Jaeger, James Klajbor, Jennifer Meyer, James Owczarski, Jeffrey Madison, James Zimmer, David Klein, Judy Siettmann, and Jeffrey Larson.

**Staff Assistant, Chris Lee, 414-286-2232, Fax:286-3456,
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Thursday, March 7, 2024

10:00 AM

Room 303, City Hall

1. Call to order.

Meeting called to order at 10 a.m.

2. Roll call.

*Present (11) - Borkowski, Henke, Richter, Klajbor, Meyer-Stearns, Owczarski, Madison, Jaeger, Klein, Siettmann, Larson
Excused (1) - Zimmer*

Vice-chair Henke presiding over the meeting until item 7.

Chair Borkowski joined the meeting during item 4., c.

Also present:

Brad Houston, City Records Center

Atty. Peter Block, City Attorney's Office

Adrianna Molina, Comptroller's Office - Audit Division

Cassandra Lapworth, MPL - Special Collections

Erica Roberts, DOA - ITMD

Cheryl Hunte, DOA - Purchasing Division

Alex Highley, LRB

3. Review and approval of the previous meeting minutes from December 7, 2023.

Meeting minutes from December 7, 2023 were approved without objection.

4. Records retention.

a. Proposed departmental record schedules for review and approval

Mr. Houston gave an overview. There were 145 total schedules including 112 closed ones, primarily MPD related. MPD schedules have reduced from about 900 to under 400 via global schedules now. There were a number of straight schedule renewals with

changes in their descriptions to be more modern. DNS condemnation file schedules would reduce condemnation records, redirect billing records into the billing series schedule, would be kept for legal reasons then destroyed, and direct completed condemnation records to archival at MPL. 8 schedules (Municipal Court) related to parking tickets were reduced to 2 schedules with one for disposed tickets and the other for those that did not appear. Schedule for food inspection placards would have a retention period 12 months or after being superseded. MPD property inventory records to be microfilmed were determined to be all cleared resulting in the City Records Center to not have to put those records on microfilm, which they were significantly behind on. CRC was now able to clear up much of its physical space from disposing those physical records and preparing that space for the third phase of mobile shelving.

Member Owczarski thanked departments for working with CRC to reduce schedules.

Member Klajbor moved approval, seconded by member Meyer-Stearns, of the proposed department record schedules. There was no objection.

b. State Records Board approval of previous schedules update

Mr. Houston said that all previous schedules were approved by the State Records Board except 4 that had further clarifications made but did not alter the function of those schedules.

c. Information Governance Plan update

Mr. Houston gave an update. He was waiting for approval of the capital request. He was doing some mitigation in the interim. Work was being done to upgrade the Municipal Court SQL from version 3.6 to 4.1, connecting it to File Director, and expanding storage (especially concerning worker's compensation case data). He held trainings in February on e-vault and collections for electronic records and would hold additional trainings in April (Records Information Management Month), including the topic of Microsoft 365 Suite storage. There was active dialogue with vendors on doing a survey and analysis on data loss prevention and records management. Findings would come to the committee at its June meeting under closed session. There was ongoing dialogue with software product vendors on an ERMS system to include what the City was looking for. Elements would include integration with current systems, automation, and security. The City would hire someone to survey existing systems, look at content services platform, and leverage electronic record infrastructures (capture, scan, indexing). There was much more to do. Much would be contingent on the source of funding. Work would be delegated to many departments.

Vice-chair Henke said that this effort would be a challenge, come at a cost, and he appreciated the focus on current tools.

Member Owczarski said that the City was keeping too much data and information, which needed to be cleaned out. Security would be left to others to address.

Member Siettmann said they would download and look at data from Verona, examine the sharing of sensitive data, share that data with departments, and explore additional licensing with Microsoft. There was a concern about the monitoring of persons sharing sensitive data. Her perspective in all of this was based on security, and she would work with Mr. Houston who was focused on reducing records.

Mr. Houston added that work information should not be kept in a personal or private folder so that it can be accessed by others.

5. Information and Technology Management Division.

a. Supply Chain Risk Management Policy for review and approval

Member Sieltmann said that the policy had one change in to reflect ITMD and Purchasing under "Roles and Responsibilities" and was reviewed by the Purchasing Director.

Member Klajbor moved approval, seconded by member Owczarski, of the Supply Chain Risk Management Policy. There was no objection.

b. Generative Artificial Intelligence (AI) Policy for review and approval

Member Sieltman said that there were also no changes made to the policy from the previous version.

Member Meyer-Stearns said that the Library did not have the chance to review the policy and would like to review it still.

Atty. Block said that the City Attorney's Office has looked at it and what other cities were doing. His office would also like to have final review of the policy.

Vice-chair Henke said the policy can be held for further review, as requested.

c. Cyber Governance Assessment for discussion

The City Information Management Committee may convene into closed session, pursuant to s. 19.85(1)(d), Wis. Stats, except as provided in s. 304.06 (1) (eg) and by rule promulgated under s. 304.06 (1) (em), for the purpose of considering strategy for crime detection or prevention. The committee may then reconvene into open session for the regular agenda.

There was no closed session.

Vice-chair Henke commented. There was an audit recommendation calling for a higher authority to review citywide IT departments in complying with the City's IT policies. One solution would be for IT departments to report to this committee on an annual basis in December. Closed sessions may be needed.

Member Madison concurred that there has not been a higher authority.

Member Larson inquired about the method of reporting.

Member Sieltmann said that departments can work with ITMD, policies were housed in their NISC framework, there were some templates can could be forwarded, and that they would work on developing a reporting method.

6. Review and approval of the 2023 CIMC Annual Report.

Mr. Lee said that the annual report summarized the topics, policies, and items discussed, reviewed, and/or approved by the committee in their meetings in 2023.

Member Klajbor moved approval of the 2023 annual report, seconded by member Meyer-Stearns. There was no objection.

7. Department updates.

Members, staff persons, and attendees shared departmental and personal accolades as follows:

The City Treasurer Office is migrating the iNovah cashier system data and application servers from ITMD to the Systems Innovators Cloud. The office also plans to transition the City's electronic fund transfer (EFT) installment payment plan for property taxes from US Bank to Tyler Technologies auto pay. Member Klajbor was elected president of Wisconsin Early Mustangs club.

The Licenses Division was going live with some of its licenses on the LMS system, such as for the lobbying license. The Common Council – City Clerk's Office would be dormant in April due to the elections and would be moving from the iLegislate OS product to the Legislate online product.

Library Director Joan Johnson had been lobbying congressional members and engaged with a national association of library directors. The new MLK library was on track to open on MLK day January 2025. Library condemnation records were being reduced, which was great to see. A new collections program would begin April 9th with a focus on library branches and buildings in Milwaukee.

Municipal Court switched from Oracle to SQL last year, was catching up with backlog, working with Channel 25 to update their meeting audio and video capabilities, and working to upgrade to File Director 4.0. Member Richter was on the committee for Jazz at the Park, which would hold Thursday nightly shows at the Humboldt Park beer garden.

The Police Department was going live with its new fingerprint system. The system would connect with the State's system. They were implementing a new electronic property evidence system and new internal affairs analytics regarding policing.

The Fire Department went live with their new CAD system. Member Madison got a new fishing boat.

The Comptroller's Office finished its 2024 audit plan.

Ms. Roberts was 4 months into her new role as ITMD Policy and Administration Director.

City Purchasing Division released the new Milwaukee Buying Plan on its website, was working with departments regarding the plan, and was working on RNC contracts.

The Legislative Reference Bureau was now producing ad-hoc memorandums to further support the Common Council.

City Records Center has seen record schedules decreased from 5,217 to 1,376. Mr.

Houston had 150 total attendees (30-40 each session) at his records management workshops. Out of 475 Statements of Economic of Interest forms sent out 334 were sent back via DocuSign.

ITMD completed a vulnerability assessment with the Department of Homeland Security and identified some legacy systems to take down. Water Works, Fire Department, Police Department, and the Library would do their own vulnerability assessments. ITMD requested for those departments to send results back to ITMD in .cvs format. There were six members from the City serving on the Wisconsin Cyber Task Force. The task force would offer free training for certifications. Ms. Sieltmann planned to travel to Europe and France in April. ITMD was involved with significant projects with migrating legacy platforms and obtaining a ERP product. ITMD would be the first department to reset employee passwords one last time with approval of the new password policy. Other departments would follow suit. April 9th would be Identity Management Day.

The Comptroller's Office received a certificate of excellence for a second consecutive year for its Comprehensive Annual Financial Report (CAFR), were involved with the ERP project, and would undergo a third annual external IT risk assessment. Member Klein celebrated his birthday recently with family.

Mr. Lee's was doing well with his family and commended the chair.

8. Next steps.

a. Agenda items for the next meeting

To be determined.

b. Next meeting date and time (Thursday, June 6, 2024 at 10 am)

9. The following files may be placed on file as no longer necessary:

Member Klajbor moved placing on file, seconded by member Meyer-Stearns, items 9., a. through e. There was no objection.

- a. [221642](#) Communication relating to the matters to be considered by the City Information Management Committee at its March 2, 2023 meeting.

Sponsors: THE CHAIR

This Communication was PLACED ON FILE

- b. [230121](#) Communication relating to the matters to be considered by the City Information Management Committee at its June 1, 2023 meeting.

Sponsors: THE CHAIR

This Communication was PLACED ON FILE

- c. [230629](#) Communication relating to the matters to be considered by the City Information Management Committee at its September 7, 2023 meeting.

Sponsors: THE CHAIR

This Communication was PLACED ON FILE

- d. [230807](#) Communication relating to the matters to be considered by the City Information Management Committee at its September 28, 2023 meeting.

Sponsors: THE CHAIR

This Communication was PLACED ON FILE

- e. [231227](#) Communication relating to the matters to be considered by the City Information Management Committee at its December 7, 2023 meeting.

Sponsors: THE CHAIR

This Communication was PLACED ON FILE

10. Adjournment.

Prior to adjournment, chair Borkowski said that it was a pleasure to serve on the committee, learn about IT despite being out of his comfort zone with IT, and learn what departments were doing. He was sad to leave and thanked everyone for their service.

Members thanked chair Borkowski for his service with the County and City.

Meeting adjourned at 11:13 a.m.

*Chris Lee, Staff Assistant
Council Records Section
City Clerk's Office*

Meeting materials from this meeting can be found within the following file:

- [231717](#) Communication relating to the matters to be considered by the City Information Management Committee at its March 7, 2024 meeting.

Sponsors: THE CHAIR