City of Milwaukee

Meeting Minutes

CITY INFORMATION MANAGEMENT COMMITTEE

ALD. SCOTT SPIKER, CHAIR
David Henke, Vice-Chair
Timothy Richter, Robert Jaeger, Margarita Gutierrez, Jennifer
Meyer, James Owczarski, Jeffrey Madison, James Zimmer,
David Klein, Judy Siettmann, and Jeffrey Larson.

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Thursday, March 13, 2025	**10:00 AM**	**Virtual Meeting**

This will be a virtual meeting conducted via GoToMeeting.   Should you wish to join this meeting from your phone, tablet, or computer you may go to https://meet.goto.com/501154749.   You can also dial in using your phone United States: +1 (872) 240-3212 and Access Code: 501-154-749.

1.   Call to order.

Meeting was called to order at 10:02 a.m.

2.   Roll call.

Present (10) - Spiker, Richter, Zimmer, Gutierrez, Meyer-Stearns, Madison, Jaeger, Roedel, Siettmann, Larson
Excused (1) - Henke
Absent (1) - Owczarski

Mr. Charles Roedel serving as a member in place of David Klein for this meeting.

Also present:
Brad Houston, City Records Center
Atty. Peter Block, City Attorney's Office
Atty. Travis Gresham, City Attorney's Office
James Bohl, Dept. of Administration
Kate Pawasarat, Dept. of Administration
Erica Roberts, ITMD

3.   Review and approval of the previous meeting minutes from December 12, 2024.

Meeting minutes from December 12, 2024 were approved without objection.

4.   Records Retention.

a.   Proposed departmental record schedules for review and/or approval.

Mr. Houston gave an overview.   Proposed were 38 total retention schedules with 15 of them being new or amended schedules.   Schedules consisted of three main groups.   The first group consisted of schedules for the Common Council-City Clerk regarding Administrative Review Board of Appeals rejected case records (3-year retention) and municipal ID appeals files, application, and affidavit records (3-month retention).   The second group consisted of schedules for DNS regarding Standards and Appeals cases non-variance decisions (5-year retention) and building code variances and supporting documentation (1-year retention followed by e-vault archival scanning).   The third group consisted of global payroll schedules (5-year retention instead of 7 years to match the State standard).   Other schedules included employee drug and alcohol positive test results for DPW (15-year retention), ERS investment manager information schedule for straight renewal (7-year retention), and Health Dept. COVID-19 hotline tracking log sheets and other records recording calls (1 year retention).

Member Siettmann moved approval, seconded by member Meyer-Stearns, of the record retention schedules, as presented.   There was no objection.

b.   State Records Board approval of previous schedules update.

Mr. Houston gave an update.   All previous schedules were approved except three, which changes were made.   The schedule for claim investigation files was changed from creation to close of a case.   There was uncertainty by the board regarding the descriptions for the MPD global schedules on arrest warrants and related records.   The schedules were changed to indicate that the records be stored and destroyed separately from arrest detention reports, and he will share the change to MPD.   The board did not like the 3-year retention period for the tax foreclosure schedule.   They wanted the City to reexamine State statute language requiring a 15-year retention and to ensure that the City would not miss out on any reimbursement from proceeds.   He will submit an amendment to keep the 15-year retention period with the ability to destroy the physical copies after a certain period (5 years) after those official records are digitized and maintained electronically.

Member Gutierrez concurred with the amendment to the tax foreclosure schedule with the understanding that their office track returned mailings in their database instead of scanning every returned mailing.

5.   **Information and Technology Management Division.**

a.   Discussion on Generative AI policy, implications, implementation, and training.

Member Siettmann commented.   The policy was adopted by the Common Council, enotified out, and made available on MINT.   Certain employees were sent an invite to complete an Infosec training with 42% having completed the training thus far.   A video on the policy is also available on MINT, which the policy and video can be found under "IT Resources and Services".   Government use of Microsoft Copilot has not been approved.   ITMD has approved use of the free version of ChatGPT.   There has not been purchase of any AI product yet.   There should be further discussion on training for use space and setting up a user group for generative AI.

Mr. Houston said that, in his opinion, the policy and training have not been sufficient and were difficult to locate.   He has not seen the training.   More education on the

policy and training needed to be done.

Member Siettmann said that she will add Mr. Houston to get an invite to the training, the training link can be added under the video, a SharePoint site on the policy would be ideal, and formation of a primary user group would be ideal.

Chair Ald. Spiker inquired about the purpose of a user group.

Member Siettmann replied that the user group would serve to support each other and work together to get better and accurate information from use of generative AI as well as communicating to each other about the policy and guidelines.

Member Larson said that there should be mandatory training for employees. The Police Dept. has put out its own policy, and he can share out that policy.

Member Madison said that MFD receives daily updates from ITMD on employees who have not completed the training.

Member Richter requested for the Municipal Court to also receive notifications on their employee training statuses.

Member Siettmann concurred with having mandatory training but said she would be reluctant to disable accounts. Departments should determine and hold accountable training for their own employees. Some departments (Comptroller's Office and Health Dept.) currently require mandatory training for their employees. MPD and MFD have been working with ITMD on monitoring their employees on completing the training; however, it was a challenge to do the same for DPW.

Chair Ald. Spiker said that non-compliance on training should be brought forward to the attention of the committee and that each department, not ITMD, should be responsible to follow-up with their respective employees on training.

Innovation Director Bohl commented. He and a few others have been working as a group behind the scenes to address the problem of people using various wide-ranging and unsecured AI products. They have been exploring contracting with Civia, which is a company offering a 120-day pretrial use of their Gov AI 4.0 platform. Civia is the same company that offers Bonfire, which is a strong product that City Purchasing has been using. The Civia AI product has safeguards, has monitoring and controls, can create restrictions, has no cost per seat basis, offers a fixed cost for unlimited employees, and has significant upside. A risk in the product is that Civia is a newer company, but it would offer short and long term savings for the City. A contract with Civia was submitted to the City Attorney's Office for legal review. Also, beta users are needed for AI. The City of Oshkosh, which has had issues with ChatBox and ChatGPT, had contracted with Civia and has been using the Gov AI platform with 94 of their 600 employees subscribed to the product. Civia is also exploring to offer in a subscription an external search engine free of charge to the City. Similar to the IT innovation data user group, a group can be formed for generative AI. The group can be the leaders on generative AI, determine mandatory training, and prohibit employees from using non-sanctioned AI tools.

Member Meyer-Stearns added that MPL was looking at public facing use of AI as well.

Ms. Roberts said that City Attorney review of the Civia contract should conclude

shortly.

Member Siettmann said that MPD and MHD had concerns with AI use within their departments, they should be included in the AI user group, and that DER needs to include the Acceptable Use Policy for new employees sooner.　DER wanted to wait for Work Day to develop further before including the Acceptable Use Policy for new employees.

Chair Ald. Spiker said he can work with member Siettmann offline to have those conversations with DER.

6.　Review and approval of the 2024 CIMC Annual Report.

Mr. Lee said that the annual report, as required by City code, summarizes the meetings, activities, topics considered, and actions taken by the committee for the year 2024.

Chair Ald. Spiker said that he will like for specific departments to provide IT updates at meetings going forward as opposed to having broad updates from every department.

Member Roedel moved approval, seconded by member Meyer-Stearns, of the 2024 CIMC Annual Report.　There was no objection.

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

Member Roedel moved to place on file items 7, a. through d., seconded by member Meyer-Stearns.　There were no objections.

a.　231717　　Communication relating to the matters to be considered by the City Information Management Committee at its March 7, 2024 meeting.

> **_Sponsors:_**　　THE CHAIR
>
> **This Communication was　PLACED ON FILE**

b.　240203　　Communication relating to the matters to be considered by the City Information Management Committee at its June 6, 2024 meeting.

> **_Sponsors:_**　　THE CHAIR
>
> **This Communication was　PLACED ON FILE**

c.　240639　　Communication relating to the matters to be considered by the City Information Management Committee at its September 5, 2024 meeting.

> **_Sponsors:_**　　THE CHAIR
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> **This Communication was　PLACED ON FILE**

d.　241228　　Communication relating to the matters to be considered by the City Information Management Committee at its December 12, 2024 meeting.

> **_Sponsors:_**　　THE CHAIR

This Communication was   PLACED ON FILE

8.   **Next steps.**

a.   Agenda items for the next meeting.

Members discussed scheduling review of citywide compliance of IT policies, update on Work Day progress (as a standing item), and reporting of IT updates from a few select departments.   There was a Comptroller Office audit recommendation last year to have an authority oversee citywide compliance of IT policies.   Full authority should not solely be placed on ITMD.   Questions to address on the update on Work Day should include how everything will work together and what data will be included or excluded in the system.

b.   Next meeting date and time. (Thrs., June 5, 2025 at 10 am)

Meetings to resume in-person, barring issues.

9.   **Comptroller's Office.**

a.   Review of the City of Milwaukee IT Risk Assessment.

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.

A roll call vote was taken to convene into closed 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.

Ayes (9) - Spiker, Richter, Zimmer, Gutierrez, Meyer-Stearns, Madison, Jaeger, Roedel, Siettmann
Excused (2) - Henke, Larson
Absent (1) - Owczarski

The meeting convened into closed session at 11:27 a.m.

Present (9) - Spiker, Richter, Zimmer, Gutierrez, Meyer-Stearns, Madison, Jaeger, Roedel, Siettmann
Excused (2) - Henke, Larson
Absent (1) - Owczarski

Also present:
Adriana Molina, Comptroller's Office
Brian Boguski, CLA

10.   **Adjournment.**

Meeting adjourned at 11:37 a.m.

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

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

241728   Communication relating to the matters to be considered by the City Information Management Committee at its March 13, 2025 meeting.

     Sponsors: THE CHAIR