



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

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, December 12, 2024

1:00 PM

Room 303, City Hall

1. Call to order.

Meeting called to order at 1:02 p.m.

Members gave brief introductions.

2. Roll call.

*Present (11) - Larson, Siettmann, Roedel, Jaeger, Madison, Owczarski, Gutierrez, Zimmer, Richter, Henke, Spiker
Excused (1) - Meyer-Stearns*

Charles Roedel serving in place of member 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

Roberto Surita, Information & Technology Management Division

Megan Kemmerling, Dept. of Employee Relations

3. Review and approval of the previous meeting minutes from September 5, 2024.

Meeting minutes from September 5, 2024 were approved without objection.

4. Records Retention.

a. Proposed departmental record schedules for review and approval.

Mr. Houston gave an overview. Proposed were 62 total schedules. 11 schedules were not closes. Most closed schedules pertained to records from DPW and MPD. There were 4 schedules consolidating existing legal schedules pertaining to legal opinions in

various formats, claim investigation files, case dockets and listings, and ordinance enforcement files and correspondence. There were 3 new schedules for MPD related to search warrants and related records and arrest warrants and related records (satisfied and cancelled). There was a new schedule for ERS related to investment consultant reports. There was a global renewal schedule for City of Milwaukee global record schedules.

Vice-chair Henke moved approval of the proposed departmental record schedules. There was no objection.

b. Update on State Records Board approval of previous schedules.

Mr. Houston gave an update. All schedules approved by the committee at the last meeting were approved by the State Records Board except schedule no. 69-0056 pertaining to tax deed foreclosure files. The Board rejected the 3-year retention period with concerns related to Wisconsin Act 207. He would check with the City Attorney's Office, as recommended by the Board, regarding Wisconsin Act 207 and the schedule. He would then resubmit the schedule to the Board with or without any changes after legal review.

c. Discussion on the state of the City's data governance and ecosystem.

Mr. Houston commented. The capital request for a data loss prevention system was not granted for 2025. He was looking at other options in the meantime and meeting with vendors on acquiring various tools to assess the City's data sources and location. One vendor, AvePoint, recommended for the City have a preliminary program to discover where data was living, how to classify data, and to identify data at risk. Then the City should proceed to establish the monitoring and utilization of data and ongoing data records management practices. He had discussed with Innovation Director Bohl on the opportunity to establish a work group to determine the best use of data (both public and private).

Member Siettmann said that the main issues were about determining the true source of records, how to protect data, and how to use data.

Atty. Block said that the work group could possibly be a public body and his office was involved in the Data Governance Plan.

Vice-chair Henke commented. There should be consideration and leveraging of AI tools relating to input from end users, analysis of dashboards, removal of data duplication, data management and tools, and removal of old emails.

Mr. Houston said that the role and risks of AI would be examined.

Atty. Gresham said that the City Attorney's Office has been and would continue to be involved. They were involved in the drafting of the AI policy. They can respond to and help anyone with concerns over AI determinations and contracts.

Members and participants discussed City Records, ITMD, City Attorney, DER, Comptroller Audit, and DOA being work group participants.

Director Bohl commented. There has been discussion on creating a work group on IT data and AI advancement. The work group could coordinate with, report to, and/or

work with the City Information Management Committee. There has been initial outreach done. There was no intention to be duplicative. The City had joined the National AI Advisory Committee.

Vice-chair Henke said that he would like to submit the AI policy, approved by the committee, next cycle to the Common Council for their review and approval under the sponsorship of Chair Ald. Spiker.

Chair Ald. Spiker said he would be happy to advance the AI policy.

Member Siettmann said that the Data Governance Plan was approved by the Common Council and she would work with Director Bohl to further revise the plan relating to data ownership.

Mr. Houston added that next steps were to have the AI policy approved by the Common Council, advance the work group, clarify data ownership, and make people aware of the Data Governance Policy.

5. Information and Technology Management Division.

a. Discussion on Microsoft licensing.

Vice-chair Henke said that ITMD manages the City's use of Microsoft 365, which was expiring at the end of the year. Licenses would be renewed at different levels. Mr. Surita was working with departments to verify their Microsoft licensing.

Mr. Surita commented. This was their 4th time in 12 years reviewing the City's Microsoft licensing with this year being a significant one. Current Microsoft support for the City would end. They were looking at accounts that could be shared and at reducing the number of licenses to reduce costs. The idea was to renew licenses in an a la cart method. Security could be removed due to the use of Carbon Black. The City currently has level G1 licenses for employees with the Office suite one web application. About one-third of G1 licenses would be retained. There were about 6,100 G1 licenses presently. G3 would be the next level with a full Microsoft Office client version package. F3 would be for field workers using a tablet or phone. The new licenses would begin in January 2025 with a 60 days rolling out period.

Vice-chair Henke added that they wanted to be aggressive to right size for end users and lower licensing costs. Licenses can be upgraded but cannot be downgraded. Licenses can be corrected within 60 days for all departments.

b. Update on Workday implementation.

Vice-chair Henke gave an update. The financial component of the project was on track but there may likely be an HR delay. There were some potential challenges due to staff being overly taxed on the project. There was the option to delay the HR time entry and keeping portion to a September/October 2026 completion date instead of at the end of 2025. Another option was to delay all of the HR portion to the beginning of 2026. A delay would result in timeline delays and cost increases for the 2026 budget year; however, it would allow City staff time to make the system successful. A delay would result in using more contingency in funds. No decisions have been made but the executive committee would make a decision by the end of the year.

Members questioned the original completion date and cost increases from a delay.

Vice-chair Henke replied. The original plan was to have the HR portion go live prior to open enrollment in 2025 and finish the PeopleSoft component by the end of 2025. The financial system was on track to begin 2026. Increased costs would be at about \$1.5 million for delaying the HR time entry and keeping portion or \$2.5 million for delaying the entire HR portion. Increased costs would not impact the 2025 budget but would impact the 2026 budget. He would inform and discuss further with Common Council members offline.

6. Review and approval of the 2025 committee meeting schedule.

Members reviewed proposed meeting dates and times for 2025 as follows: March 5th at 10 am, June 5th at 10 am, September 4th at 10 am, and December 4th at 1 pm.

Atty. Block asked to change the first meeting date and time in March to accommodate his schedule due to a conflict.

Member Owczarski moved approval of the 2025 meeting dates and times with one amendment changing the first meeting date as follows: March 13th at 10 am, June 5th at 10 am, September 4th at 10 am, and December 4th at 1 pm.

There was no objection.

Chair Ald. Spiker said for meetings to remain in-person due to technical issues that come with virtual meetings.

7. Department updates or announcements.

Member Siettmann said that recent notice sent out helped to make about 200 employees complete their outstanding cyber security training. Outstanding still were 700 employees who have not completed their training and were at risk of their accounts being locked.

8. Next steps.

a. Agenda items for the next meeting.

To be determined.

b. Next meeting date and time.

Thursday, March 13, 2025 at 10 a.m.

9. Adjournment.

Meeting adjourned at 1:55 p.m.

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

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

[241228](#)

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

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