



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin 53202

## Meeting Minutes

### CITY INFORMATION MANAGEMENT COMMITTEE

**ALD. NIK KOVAC, CHAIR**

**Nancy Olson, Vice-Chair**

**Jane Islo, David Kaminski, James Klajbor, Jennifer Meyer, James Owczarski, Jeffrey Madison, Judy Pinger, Aycha Sawa, Richard Watt, and Jeffrey Point.**

**Staff Assistant, Chris Lee, 286-2232, Fax:286-3456,  
cleee@milwaukee.gov**

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**Thursday, December 12, 2019**

**10:00 AM**

**Room 303, Third Floor, City Hall**

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**1. Call to order.**

*Meeting called to order at 10:10 a.m.*

**2. Roll call.**

*Present 9 - Kovac, Islo, Kaminski, Klajbor, Pfaff, Pinger, Sawa, Watt, Point*

*Excused 2 - Olson, Meyer-Stearns*

*Absent 1 - Madison*

*Richard Pfaff serving as a member in place of James Owczarski for this meeting.*

*Individuals also present:*

*Brad Houston, City Records Center*

*Atty. Peter Block, City Attorney's Office*

*Judy Siettmann, Information and Technology Management Division*

**3. Review and approval of the previous meeting minutes.**

*Member Klajbor moved approval of the meeting minutes from September 19, 2019 with the amendment that the word "WRITS" be replaced with "RITS" on page 2. There was no objection.*

**4. Records retention.**

*a. Proposed departmental record schedules for approval*

*Mr. Houston commented. The proposed schedules include 27 new or revised schedules and 78 schedules to close. Closing schedules were primarily from the offices of the Treasurer, Employees' Retirement System, Firemen's Annuity and Benefits Fund, and Policemen's Annuity and Benefits Fund. Most of the new schedules were made part of a new payroll global schedule to encompass shadow systems with duplicates of documents, improve visibility, and improve compliance. The retention period on the payroll registers schedule was made to be 50 years, at the request of the Comptroller's Office, due to the long term value of the records to*

*calculate pensions.*

*Member Klajbor commended the efforts to standardize and globalize retention schedules.*

*Member Klajbor moved approval of the proposed retention schedules. There was no objection.*

*b. State Records Board approval of previous schedules*

*Mr. Houston commented. Nine schedules were submitted to and approved from the State Records Board. Two of the nine schedules, relating to public relations and historical significant correspondence, were approved with minor changes.*

## **5. Review and approval of IT Security Plan.**

*Member Watt commented. The IT security plan is a citywide baseline policy for departments to use, at a minimum, or expand upon concerning IT security. The plan was emailed to departments in advance, and no major feedback was received on the plan.*

*Chair Kovac questioned City key card access and security.*

*Member Watt and Ms. Siettmann replied. The IT security plan does not address physical security aspects. The Department of Public Works is the owner of key cards and would be best to address key card access and security for the City.*

## **6. Communications and/or updates.**

*a. CIO IT Security Workgroup*

*Member Watt said that a small workgroup, led by Ms. Siettmann, was formed to discuss IT issues, brainstorm ideas, offer solutions, and advise the Chief Information Officer.*

*Ms. Siettmann said that the workgroup will discuss monitoring of IT security on an ongoing basis.*

*b. Implementation of a logon banner*

*Member Watt and Ms. Siettmann commented. ITMD would be moving forward with implementing a security warning prompt to all users each time they log onto their work devices. The intent is to have users consent to proper responsible use of their work devices. The prompt would not apply to mobile devices. A meet and confer with the Dept. of Employee Relations would be done prior to implementation. Locking of idle devices, although considered, would not be done at this time. The warning would also serve to disclose to users that they may be subject to monitoring. The warning would also serve to adhere to federal guidelines.*

*c. Windows 7 end of support*

*Member Watt commented. Microsoft will be ending support of Windows 7 next mid-January after their last patch for Windows 7 is deployed. Departments would need*

*to update to the Windows 10 software for any devices that is still on Windows 7 due to the end of Windows 7 support.*

*d. Use of IT resources during election and/or campaign season*

*Member Watt cautioned, as a reminder, that election rules prohibit use of City resources, such as work email and enotification, to be used for campaigning activities for elected officials. Enotification would be turned off for elected officials as a precaution.*

*Member Pfaff added that the annual letter that gets distributed out on the topic is being reviewed by the City Attorney's Office for further guidance and update to the letter.*

**7. Review and approval of the 2020 proposed meeting schedule.**

*Committee meeting dates for 2020 were proposed as follows:*

*Thursday, March 19, 2020 at 10 a.m.*

*Thursday, June 11, 2020 at 10 a.m.*

*Thursday, September 17, 2020 at 10 a.m.*

*Thursday, December 10, 2020 at 10 a.m.*

*Member Klajbor moved approval of the 2020 committee meeting dates. There was no objection.*

**8. Agenda items for the next meeting.**

*Closed session to be an ongoing agenda item. Other agenda items to be determined.*

**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.**

*Member Klajbor moved that the committee 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.*

*Ayes 9 - Kovac, Islo, Kaminski, Klajbor, Pfaff, Pinger, Sawa, Watt, Point*

*Excused 2 - Olson, Meyer-Stearns*

*Absent 1 - Madison*

*Meeting convened into closed session at 10:33 a.m.*

*Present 9 - Kovac, Islo, Kaminski, Klajbor, Pfaff, Pinger, Sawa, Watt, Point*

*Excused 2 - Olson, Meyer-Stearns*

*Absent 1 - Madison*

*Individuals also present:*

*Atty. Peter Block, City Attorney's Office*

*Charles Roedel, Comptroller - Internal Audit Division*  
*Byron Dean, Comptroller - Internal Audit Division*

**Meeting adjourned at 10:50 a.m.**

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

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

**191230**            Communication relating to the matters to be considered by the City  
Information Management Committee at its December 12, 2019 meeting.

**Sponsors:**     THE CHAIR