

V-Cat ILS Evaluation and Review Committee

Meeting Notes for Thursday, July 14, 2022

This meeting was held in the WVLS Office Meeting Room and remotely via GoToMeeting.

1. Call to Order

The meeting was called to order by A. Johnson at 9:31 a.m.

2. Roll Call

Committee Members Present: K. Zimmermann (WVLS), M. Pregler* (Antigo), R. Metzler* (WVLS), A. Johnson* (MCPL), H. O'Hare (Tomahawk), M. Handel* (Medford), E. Brewster* (Three Lakes), C. Luebbe (MCPL), K. Heiting* (Granton), A. Polinski* (Rhineland)

Also present: J. Johnson* (NWLS), G. Rae* (NWLS), V. Roberts* (Rhineland)

Those marked with an * attended remotely.

3. Approval of Agenda

C. Luebbe (MCPL) moved to approve the agenda, seconded by M. Pregler (Antigo). Motion carried.

4. Roll Call Vote to Convene Into Closed Session for Vendor Responses to Request for Information pursuant to WI Statutes Section 19.85(1)(e)

A. Johnson (MCPL) moved to Convene Into Closed Session for Vendor Responses to Request for Information pursuant to WI Statutes Section 19.85(1)(e), seconded by E. Brewster (Three Lakes). Roll Call vote was unanimous. Motion carried.

5. Reconvene Into Open Session

Upon reconvening into open session, A. Johnson reported that there was a great deal of discussion, and no decisions were made by the committee.

6. Possible selection of vendors to invite for demonstrations

The committee determined that more review of the RFI responses is necessary and is not ready to determine which vendors to invite for demonstrations.

7. Call for Questions for ILS Demonstrations

A reminder was given to the committee about compiling questions for vendors.

8. Discuss ILS Evaluation Procedure

The committee discussed the progress so far on considering and developing evaluation procedures and whether evaluation will take place pre-demonstrations and post-demonstrations or only post-demonstrations. Consensus among the committee was to revisit

evaluation procedures if needed to further narrow the field of candidates as needed once all of the RFI responses had been reviewed and discussed by the committee.

K. Zimmermann shared examples of evaluation documents used by V-Cat in the past, NWLS' 2021 post-demonstration evaluation form.

K. Zimmermann shared additional information about the availability of Aspen functions across different ILS platforms.

The Committee's goal is to have evaluation procedures set by the end of September, and it was noted that flexibility in the timeline may be necessary as it is important that a good product is selected.

9. Request for Future Agenda Items

The committee will continue discussing RFI responses received from vendors at the next meeting.

10. Set Next Meeting Date

The next meeting will be Thursday, July 21 at 9:30am. The committee also agreed to a possible additional meeting on Thursday, August 4 at 9:30am.

11. Adjournment

H. O'Hare moved to adjourn the meeting, seconded by E. Brewster. Motion Carried.