“Draft”
Minutes

June 26, 2019
8:30 a.m.
Room 326 - City-County Building

IT&S Steering Committee Meeting
Brett Petty, Chair

Roll Call and Introductions

Present:
Nancy Everson, County Administration Services
Kristi Ponozzo for Liz Hirst, City Finance
Drenda Niemann, Health Department
Corey Bailey for Brett Petty, Public Safety
Audra Zacherl, County Public Works
Rebecca Connors, County Public Works

Absent:
Steve Hagen, Public Safety
Sharon Haugen, City Community Development
Peter Italiano, County Community Development
Nikki Johnson, City Municipal Court
Jill-Marie Steeley, PureView Health Clinic

Others in Attendance:
Scott O’Connell, HPD
Stephanie Crook, Fire
Amanda Opitz, City Manager
Art Pembroke, IT&S
Jennifer Carlson, IT&S
Chris Sinrud, IT&S
Bernie Miles, IT&S
Eric Spangenberg, IT&S

Approval of June 26, 2019 Minutes (No Quorum/tables until the next meeting)

IT Assessments Project – Art disseminated the Assessment Project list. He reported the initial IT Assessment had 62 recommendations, 35 have been completed or addressed. Art said the bulk of those being security related. The project list has grown to 100 projects or tasks needed to be completed to be compliant.
**New/Priority Projects:**

*Migration of the ERP System* – Art announced the enterprise is eight days from the go live date. At that time the ERP system will be located in Nevada, not the City-County Building Basement. With this migration, the ERP system and software support will shift to Central Square Technologies; the owner of the product.

*Windows 7 removal project* – Windows 7 will no longer be supported come January. All machines with Windows 7 will need to be upgraded or replaced by the end of December.

*Multifactor Authentication (MFA)* – Users who access the portal.office.com from outside of the City-County Building will soon be a required to use MFA. They will go to a named website to retrieve a code to access the system. An MFA will also be required to access VPN.

*Tower @ Public Works* – Audra Zacherl asked if there was an estimated time of arrival for the tower that is to be placed at County Public Works. She reported there is a sewer line being installed and wanted to give IT&S a heads-up. Chris Sinrud said the tower had not yet shipped.

**Presentation** – Art gave the committee a presentation on the IT&S Department. This presentation covered how the department is organized, the current staff, what services are and are not provided to the city and county, and how IT&S is funded.

**New Business**

FY21 Budget Outlook – Nancy Everson disseminated copies of the FY20 Cost Recovery worksheet. She explained she and Glenn Jorgenson worked together each year to allocate the costs. Once the split between the county and city is determined, then it is up to each entity how they wish to allocate it. She said “special projects are a whole different thing” she is referring to the $200,000 set aside by both the city and county. She said costs are being tracked with a project code in the IT funds and IT will be reimbursed, 50% from City and 50% from County. Nancy also stated if the city wants to make any major changes to the FY21 budget; it would be good to know in the next couple months. The budget is set in stone come January.

Art reviewed the budget process. He said he would present the base budget to the Steering Committee with no new project or requests. There will be a subsequent meeting where the base budget is approved or recommended, and new project requests are presented. Art, along with city and county finance, will then present the budget packet as reviewed and recommended by the Steering Committee to the IT Board. After IT Board approval, the budget is presented to the Joint Commissions.

**Meeting Adjourned**

*Next scheduled meeting will be announced.*