

**Minutes**  
**December 18, 2018**  
**8:30 – 10:00 a.m.**  
**Room 326 - City-County Building**

IT&S Steering Committee Meeting  
Jill-Marie Steeley, Chair

❖ ***Roll Call and Introductions***

***Present:***

Glenn Jorgenson, City Administrative Services  
Nancy Everson, County Administration Services  
Nikki Johnson, City Municipal Court  
Sharon Haugen, City Community Development  
Brett Petty, Public Safety  
Mark Emert, Fire Department  
Audra Zacherl, County Public Works  
Jill-Marie Steeley, PureView Health Clinic  
Drenda Niemann, Health Department

***Absent:***

Peter Italiano, County Community Development  
Randall Camp, City Public Works

***Others in Attendance:***

Scott O'Connell, HPD  
Cory Baily, HPD  
Art Pembroke, IT&S  
Chris Sinrud, IT&S  
Bernie Miles, IT&S

❖ ***Approval of Minutes***

***Nancy Everson made a motion to accept the minutes of the January 24, 2018 meeting as written. Sharon Haugen seconded; motion passed.***

❖ ***Ongoing Items/Project Updates***

***IT Assessment Tasks and Progress***

Art asked the committee to review, prioritize and discuss the list of 62 tasks. He noted staff is already working on tasks such as; security, items 1-4. There is a contract being reviewed by the County Attorney's Office for an internal cyber assessment that may, or may not, be followed up by additional HIPAA or PCI assessments, based on findings. Staff's internal priority will be the education and understanding of E1 and E3 platforms and the Office 365 portal. Several of the recommendations in the document strongly advise the City and County to adopt the portal technology; this technology is already in place and we own it. When a new employee comes onboard, they will choose, E1 (email on the web, Microsoft Office on the web) or an E3 license which allows the user to install the software on their physical device (up to 5 installs on 5 different devices) and access via the web. Scott O'Connell asked how licenses would work with

multiple people using the same computer. Art said these computers would still have a select license (select license is per machine, not user). Sharon Haugen asked what happens to VDI. Art said it is a discussion the Committee is going to have to have.

Glenn Jorgenson asked how Excel works in the Portal, Art said always the newest version, but there are limitations on the products, the staff is working on identifying those. Sharon asked about shared files. Art said staff is investigating how to implement Share Point; in the interim, VPN could be used if someone needs remote.

Jill-Marie Steely asked if the committee was to appoint a special committee to review the assessment. Art said he believed Dennis Taylor and Roger Baltz would like the entire Steering Committee to weigh in. Jill-Marie suggested an item be placed on the Agenda of all upcoming meetings. Art said the committee would set the priorities and review the cost, these decisions will affect their budgets. Drenda Niemann asked if the committee should meet more frequently than quarterly during the early phases the assessment. The committee agreed to meet the 4<sup>th</sup> Wednesday of each month at 8:30a.m. to work thru the assessment and set priorities.

### ***Project Updates***

***IT Assessment Recommendations Project*** - covered above.

***Security Assessment*** – discussed in the Budget/CIP discussion.

***Budget Process*** – the committee will meet January 2, 2019 to further discuss the FY20 budget.

***PC Replacement Project*** – The PC roll out is on hold until licensing changes are clear.

***0365 Licensing Options*** – discussion touched on in the assessment discussion.

***TRAKiT Update***- The TRAKiT User Group plans to meet early January after upgrades. The focus will be on requirements. Sharon Haugen noted there are funds available in her budget for training.

***Network Upgrade Project Update*** – Chris Sinrud reported the Mount Helena Upgrades are complete; this upgrade affected Fairgrounds, Forestvale, County Public Works, Golf, Pool, The 24x7, Civic Center, Ten Mile, and the connection back to the City-County Building. The connections to the 404/406 Building is ready to go. This spring the upgrade from WasteWater out to Missouri River through Dispatch and back to the LEC will be done. There are some switches that will be installed at different sites to upgrade services; Capital Transit and the Transfer Station. He said he is excited about the proposed tower this upcoming year out at County Public Works, this will allow higher bandwidth to sites on the north side of town and redundancy to Fairgrounds and Public Works.

***404/406 Building Update*** – Connections are ready to go.

***East Helena Clinic*** - Staff is working with Jill on the East Helena Clinic.

***Ortho Imagery Update*** – The project is complete, all maps and layers are updated.

***County HR (not an Agenda Item, but mentioned)*** County HR will be moving to the Cloud. They are working with a company called Kronos.

### ***❖ New Business:***

#### ***IT&S FY20 Base Budget and CIP***

Nancy Everson reported the cash flow is on track for FY19. Sharon Haugen asked if there was a projection for FY20 rates. Nancy stated rates would be discussed at the next meeting, and

recommendations from the IT Assessment would be funded separately from the IT Budget. Art stated Roger Baltz was going to the Commission to ask for \$200,000 from the County and the City Manager would do the same to fund the assessment tasks. The Steering Committee will be called upon to prioritize the recommendations (62 of them), perhaps meeting on a monthly basis. Mark Emmert asked if any of the recommendations were mandatory, or a priority? Art said yes. Security is the top four recommendations. Changes in the environment; how a new desktop is rolled out, discussion about the VDI system and what the future of it will be now that everything will be available via the portal are just a sample of the discussions to come. The management of the Central Enterprise resource planning (ERP); payroll, finance and budget, and what the long term will look like. Art said he is happy to share what the order he thinks the recommendations should be, but recommendations will come from the Steering Committee, IT Board, and Commissions, they will decide what gets done based on funding.

Art said the base budget being presented has no impact on the assessment. The capital expenditures based on the CIP are minuscule. Fiscal year 2019 was a big year for CIP items; \$150,000 or better for network and radio switches upgrades.

There are two new requests that will be presented at the January 3, 2018 meeting. The first request being a new tower and communications equipment installed at the County Public Works Facility. This addition will expand redundancy and increase bandwidth. The second request is a contract with Central Square to take over the management of ERP system.

No action on the FY20 Budget and CIP was taken during this meeting.

❖ ***Appointment of 2019 Chair***

***Glenn Jorgenson made the motion to nominate Brett Petty as the 2019 IT Steering Committee Chair; Mark Emmert seconded the motion, motion passed.***

❖ ***Agenda Items for next meeting***

***Base budget adoption  
New budget requests***

❖ ***Next scheduled meeting:***

***January 2<sup>nd</sup> from 3:00-4:30 p.m.***

***Monthly thereafter – 4<sup>th</sup> Wednesday @ 8:30 a.m. in room 326 of City-County Building***

❖ ***Meeting Adjourned at 9:25 a.m.***

❖ ***Minutes Submitted by:*** Bernie Miles

***Approved: January 2, 2019***