

"Draft"
IT Board Meeting
January 28, 2010
3:30 PM
Room 211 City/County Building

Roll Call

Attending were: Ron Alles, Eric Bryson, Scott Buswell, Mike, Murray, Dick Thweatt, Art Pembroke, Bernie Miles, Nancy Everson, and Tim Magee.

Recognition of New Members - Art welcomed City Commissioner Dick Thweatt and County Administrative Officer Eric Bryson.

Minutes of the proceeding meeting and action thereon (1/29/09)

Scott Buswell made a motion to approve the minutes of the January 29, 2009 meeting, Eric Bryson seconded the motion; the motion passed.

IT&S Board Overview

City County Technology Governance Structure

Art gave a presentation of the IT&S Department from its conception to the present for the new members. He answered various questions as they arose. Scott Buswell added his comments regarding the success of the department saying it was due to the city and county working well together.

Responsibilities/Bylaws

The Board will review and update the bylaws at a future meeting.

FY11 Budget Presentation

Base Budget - Art reported the Steering Committee recommended the approval of the base budget.

New Requests and Steering Committee Recommendations - There were eight new IT&S requests submitted to the Steering Committee for consideration. Of the eight, three requests were approved or recommended to the board for approval. They are the Storage Area Network (SANS) and e-mail archiving, which are CCIP items and funds are available. The GIS Web Services request would be funded through the Montana Land Information Act (MLIA). The other requests were tabled pending further funding discussion.

Art said the Steering Committee will be having more discussion regarding e-mail archiving. The system under review saves all e-mail coming into and going out of the system. Ron said before an e-mail archiving system is put into place discussion would be needed at the Board level. Art agreed. Eric Bryson added the county will be putting together a records retention policy somewhat like the city has. He suggested policy be put into place at the IT level as well. Art said a record is a record whether it be hard copy or in electronic format. IT&S should not be doing a records retention policy. Eric said there are administrative

things that should be done in the organization to show what items would be archived indefinitely. Ron said yes, process and protocol the city and county would follow. Art agreed, but added, at the end of the day it comes down to the user deciding what to save or delete. Scott said the employee is proactive and would forward documents to an archive. Ron said the Board would review the system before it is approved. Art said the Steering Committee would have discussion, and then pass their findings along to the Board.

IT Board budget review - Ron invited Nancy Everson to share the cash flow projections. Nancy reported in the past five to six years there has not been a rate increase, and the FY11 projections show no increase at this time. Tim Magee talked about the CCIP. He said it is reasonably new, all equipment is now included in it and it represents the need for more reserves. The department funds are now planned for a pay as you go basis. Nancy added the GIS/MLIA .25 is included as a reserve. Also included in savings is an extra pay period the county will occur in 2012. Ron said basically we are looking at keeping rates the same, allocation between the centers may shift a bit, but generally the same. Nancy said there would be no operating reserve, but it is intentional, a reserve is not needed with quarterly billing. Ron asked about new positions, Art said the Programmer Position is still vacant, but no new positions. He said the department is struggling in the application area, he hopes to fill the position this year. Eric asked about staff turn over, Art said it is rare, he said there have been three retirements, and three people have gone to private business since he'd been with the department. Ron asked about the training budget. Art said training opportunities being planned for are based on new technologies such as telecommunications, data base, network, and GIS. There was discussion at the Steering Committee about training dollars. Tim Magee added IT&S has a large training budget and it is due to the variety and volume of items that require constant training. It was acknowledged at the Steering Committee level training is a necessity if the users expect the same level of service.

There was brief discussion regarding the 3.5% COLA used in planning the base budget. Nancy said it would not be the whole 3.5 %, it is a place setter. She said the percentage included rent. Nancy said if the percentage fluctuates a bit it would be significant enough to make a difference.

Dick Thweatt asked about health club reimbursements. Ron said it was part of the county's wellness benefit.

Eric Bryson made the motion to accept the recommendation from the Steering Committee to approve the Base Budget as presented. Scott Buswell seconded the motion; the motion passed.

Director's Report

Project Updates

IP Telephones - All buildings outside of the main campus are now using IP Phones.

CCB Server Room AC upgrade - The AC upgrade is complete and ready for the new servers to be added.

Clinic EMR system - The system has been moved from Billings and servers have been installed locally. The system is running well.

File transfer project - The DocXchanger software is in place for users who have to share large files with outside entities.

Novus Agenda - The City and County Commission offices are waiting to get their templates setup. Once everything is ready board packets will be available via the internet.

HTE Upgrades/Naviline - is complete.

County Permits pending - The project is on hold. Once the Planning Department is ready, the project will resume. They will use the same permitting system (HTE) that is being used by the city.

Burn Permits - Permits are available now. New permits are \$10, a renewal is \$5 and they can be purchased online, or in the Property Tax Department.

Other Business

Meeting Schedule - Ron said this is the first meeting in a year. He asked if the Board would be fine with scheduling meetings when needed. All agreed. Art said he did want to review the Bylaws and adopt a policy for the disposal of assets.

Disposal of Enterprise Assets Policy - Art disseminated a policy for the Board's review. He said the policy was a formal step to the procedures already in place. **Mike Murray made the motion to accept the policy. Dick Thweatt seconded. The motion passed.**

Smart Phones (Blackberry) - Eric said he would like the Board to hold discussion regarding smart phone use sometime in the next six months.

Adjourn - Mike Murray made the motion to adjourn, Scott seconded the motion. Motion passed.

Next Board Meeting ~ TBD