

"Draft"
Sept 22, 2010
8:30 - 10:30 a.m.
Room 326 - City/County Building

INFORMATION TECHNOLOGY & SERVICES STEERING COMMITTEE

Members Present:

Nancy Everson, County Administration Services
Sharon Haugen, City Community Development
Melanie Reynolds, Health Department
Steve Larsen, Public Safety
Nancy Sweeney, Clerk of Court
John Rundquist, City Public Works
Kyle Thomas, County Public Works
Kim Sell, Frontline Representative

Absent:

Kelly Blake, County Community Development
Tim Magee, City Finance
Roger Johnson, Public Safety

Others in Attendance:

Art Pembroke, IT&S
Chris Sinrud, IT&S
Bernie Miles, IT&S

Approval of Minutes - Sharon Haugen made a motion to approve the minutes of the June 23, 2010 meeting. Steve Larson seconded, motion passed.

Election of Chair

Art announced Roger Johnson would no longer be the chair or on the committee due to reassignments in his position. Art asked the committee to elect a replacement chair for the remainder of the fiscal year. John Rundquist made the motion to elect Steve Larson. The motion was seconded by Sharon Haugen, and all voted in favor.

New Replacement Programs

Printers - Art asked the committee if everyone had reviewed the replacement plan. IT Staff recommendation is to replace printers based on maintenance intervals. An interval would include two maintenance kits extending a printer's life cycle from a three year cycle to a six-to-ten year life cycle. Printers would not exceed a ten-year life cycle. Funds for the printer replacement cycle will be built into the CCIP.

Steve Larson asked if the plan included department owned printers. Art said yes, it is to follow the same guidelines as enterprise owned printers. Kyle Thomas asked how the change would effect the annual network cost. Art said it wouldn't effect the network costs as cost would be shifted to the CCIP in the network area. **Steve then asked if all were in favor of the Printer Replacement recommendation, all voted in favor.**

PCs - Art said staff had been through an exhaustive study of market recommendations, along with maintenance and support patterns. Findings show if a five-year plan is put into place the cost reduction would be \$9,000 for the city and \$13,000 for the county. IT&S Staff recommendation is to go back to the four-year cycle beginning FY12. Art said there was an error on page four, second paragraph of the document. The sentence stated the replacement program begin this year, FY11. It should read, begin next year, FY12; the change will be made before the document goes to the IT Board for consideration. Machines have been and need to be upgraded this year. Some examples are City Public Works Engineering and Water Utility, the Dispatch machines, and some GIS machines. He said the department has already spent over \$10,000 on PC purchases this year. He completely backs IT&S staff recommendation to return to a four-year replacement plan. **Sharon Haugen made the motion to accept the staff recommendation of a four-year replacement cycle, Nancy Sweeney seconded the motion.**

Discussion - Steve asked if the cycle would begin where it was left this year. Art said yes, but it would take four years to catch back up. He then requested the replacement cycle come at the beginning of the fiscal year, and not wait until the fall. Art said it would depend whether IT&S could get early budget approval. Melanie Reynolds asked Nancy Everson's opinion regarding budget savings. Nancy said the cost of the PC replacement is roughly \$100,000 every year, the amount has a very small impact on the overall budget. She also reminded everyone it has been since 2002 since there was a rate increase. Sharon Haugen suggested using the savings from the proposed printer plan to accelerate PC replacements. Melanie questioned whether a plan to keep machines longer for low use employees was an option. Art said flexibility becomes a very difficult management issue, and older hardware still needs support, even if it is low usage. Chris Sinrud said every year Steve Utick sends each department-head a list of items up for replacement in their area. He encouraged committee members to review and assess the equipment list carefully. He said Laptop/Docking stations are about \$500 more than a PC and many of the users are not fully utilizing them. He added IT&S has check out laptops available for employees' use. Kyle said he favored of the four-year replacement cycle. **With that the vote was taken and the motion passed with no opposition.**

2007 MicroSoft Office Suite Migration - IT&S Staff has begun the migration to Office 2007 and GroupWise 8. IT&S and County Public Works have been upgraded and have worked through a few glitches. The plan is to complete off campus updates first (i.e. City Public Works; Water/WasteWater divisions, Solid Waste, Streets, and East Helena Lead). Art said IT&S staff would be coordinating upgrade dates and training with each group well in advance. Kyle Thomas said the process was painless for those in his office who went to the one-hour training. Bernie Miles added MS Office tutorials can be found on the IT&S Training page and are quite helpful, Kyle agreed. John Rundquist asked if the training was mandatory, Art said no.

Nancy Sweeney said the state has had problems with the migration to Office 2007 as it does not work well with Full Court. She requested her department be one of the last

scheduled for the upgrade giving the state a chance to work through the glitches. Kim Sell also requested her department be moved to the end for the same reason adding Justice and Municipale Court also use the same software.

Windows 2007 - Art reported some computers have been upgraded to Windows 2007, the upgrades are software driven.

FY12 Budget Process - Art reviewed the budget schedule for FY12 and asked if anyone had feedback.

Discussion followed:

Wireless Network - Kyle Thomas asked Art to research Wireless Network for the enterprise. Many, if not all, committee members agreed with some requesting public Wi-Fi as well. Art said staff is and has been researching wireless capabilities.

Web Content - John Rundquist suggested hiring a Content Manager for the Web Pages. Some committee members agreed and some said they had employees dedicated to posting updates. Other comments regarding the sites were; the sites do not seem user friendly, they are a bit clumsy, and outdated. Melanie suggested reviewing the CDC website. She said it provides functionality from a consumer's point of view, as well as for professionals. She suggested keeping the sites simple. Nancy Sweeney and Sharon Haugen both said David Anson has been very responsive with content change requests. Art reminded everyone to forward their ideas to the city and county web page committees.

Bylaws - Art asked the committee to review the Bylaws and come back with recommendations for updates. He suggested adding a vice chair appointment. The Vice chair would preside in the absence of the chair and become the chair the following calendar year. The chair and vice would be of opposite governances.

Sharon Haugen said in past committee conversations the committee has questioned its usefulness. She said she felt the committee is helpful with the budget process. Members of the committee asked Art if he felt the committee was useful. He answered yes; for oversite, the overall budget process, and with project recommendations. He said if not at a committee level, director level input is critical. He said he would like the bylaws to be revised and ready to present to the IT Board in April.

Telephones - The Telephone Project is nearing completion with the City-County Building portion of the project underway.

Security Project - The project is complete with the exception of a few door plates.

Fire Suppression - The fire suppression project is scheduled to get underway in October.

John Rundquist made the motion to adjourn, Nancy Sweeney seconded, motion passed.
Next meeting will be held December 8, 2010.