

**"DRAFT"**  
IT&S Steering Committee  
September 28, 2011  
Room 326, City-County Building

**Members Present:**

Kelly Blake, County Community Development  
Curt Stinson, Public Safety  
Tim Magee, City Finance  
Sharon Haugen, City Community Development  
Melanie Reynolds, Health Department  
Steve Larson, Fire Department  
Kyle Thomas, County Public Works  
Nancy Sweeney, Clerk of Court  
John Rundquist, City Public Works

**Absent:**

Nancy Everson, County Administration Services

**Others in Attendance:**

Kim Sell, Frontline Representative  
Art Pembroke, IT&S

**Minutes** - Sharon Haugen made a motion to accept the minutes of the April 13, 2011 meeting. Kelly Blake seconded the motion; motion passed.

**Director's Report**

**Database Analyst:** The Database Analyst Position has not yet been filled. Art is working with HR to change the position to an entry level position. In the interim services are being contracted with Morrison-Mairle.

**Helpdesk Position:** Ken Bagg has been hired to fill the position.

**Social Networking Time Limits:** Time limits were put into place in September. IT&S has not heard much feedback. Internet usage will continue to be monitored, and a report will be given at the December Meeting.

**Projects**

- eLearning - The eLearning project is underway and classes are being developed. Ellen Bell has also been working with city and county HR to develop classes.

- Password Maintenance - A new system has been put into place to notify users seven to eight days before their password expires. If a password is not changed at that time, the user receives additional emails five days prior to expiration, then again three days before. In addition to the password expiration notification, users will be receiving a password self service portal allowing users to change and reset passwords.
- Storage Area Network (SANS) - The SANS is in place and is working well.
- Wide Area Network Upgrades - Upgrades are underway, antennas and receivers are being replaced.
- Building Wireless Project - Wireless network will be installed in the following City-County Building meeting rooms as a pilot project in rooms; 426, 326,226, and the Commission Chambers. Equipment will be ordered in October, and testing will begin in November and December. Art said he would have budget numbers ready for other buildings/departments for future planning, i.e. Courthouse and Fire Department.
- Enterprise Resource Processes (ERP) Project - This is the administrative (AS400) software project. Both city and county attorneys are reviewing the contracts. Project kick off is planned for early 2012.

The next Steering Committee meeting will be to review the FY13 base budget. It has been scheduled for December 14, 2011.

The meeting adjourned and Art gave the Function and Budget Presentation to those of the committee who had not yet seen it.