

"DRAFT"

IT&S Steering Committee

December 14, 2011

Room 326, City-County Building

Members Present:

Kelly Blake, County Community Development
Curt Stinson, Public Safety
Nancy Everson, County Administration Services
Tim Magee, City Finance
Sharon Haugen, City Community Development
Melanie Reynolds, Health Department
John Rundquist, City Public Works

Absent:

Nancy Sweeney, Clerk of Court
Steve Larson, Fire Department
Kyle Thomas, County Public Works

Others in Attendance:

Claudia Bagley, Frontline Representative
Art Pembroke, IT&S

Minutes - Tim Magee made a motion to accept the minutes of the September 28, 2011 meeting. Melanie Reynolds seconded the motion; motion passed.

FY13 Base Budget - Art noted there are no changes in the base budget.

Tim Magee asked about Enterprise Resource Planning System or ERP Training, he said there are no funds in departmental budgets to cover training costs. Kelly Blake said he had budgeted for the training. Nancy Everson said the departments should pay for the specialized training; i.e Planning/Community Development for utility billing, building permits. Melanie asked what the cost would be. Art said about \$2000 a trip. John Rudquist asked if there would be more features for utility billing? Tim answered it would be more toward the citizen portal making information available via the Internet. John said he would like a format for bills that citizens could understand. Tim Magee said the changes are three to four years out. Art said each module will be addressed as to what is needed and departments want and then designed by workflow and business process as such. Key input will be early on. John asked how he could be part of the process. Art said to be

part of the users group. Tim Magee also recommended being part of the assessment and to work with the project manager. Art recommended it be done by module. He also said a request could be done at any time, but would ask the project manager how she would like the information or requests for the utility billing. Art said he is committed to keeping everyone updated through the process. He said there will be weekly meetings with the project manager to track progress, which he will summarize and send on.

Art then asked how the committee would like to handle the training costs for the project. It was decided Nancy Everson and Tim Magee would work out the details as far as training costs. All charges will come through IT and Bernie will invoice out departments or entities.

Sharon Haugen made a motion to accept the FY13 base budget as presented. John Rundquist seconded the motion; motion passed.

CIP Update - Art reported the reserve dropped by about \$7000 this year, simply because it is one of those cycles of low replacement. No new equipment has been added, and several printers have been retired. Art said departments are going to multi-function work centers. To add a network printer or networked multifunction equipment to the network the department pays a port charge of \$300 a year. Some departments are replacing their networked printers with the multi-function work centers so IT&S waves the port charge. Replacement costs move from IT&S to the individual departments who should be saving for the replacement of them. Art said he would post a copy of the CIP on the website after staff reviewed it one last time.

Sharon asked if the county was going to Novus Agenda, and if there was any more talk of adding network scanners to the system? Art said no, scanners remain departmental responsibility.

FY13 New Requests - There are no new requests to date.

IT&S Cost Recovery and allocation of resources -

- *GIS and Addressing Costs* - The request for this agenda item came from Melanie Reynolds. She thanked Art for the presentation on the allocation of IT&S costs. Her concerns are mainly with the GIS and Addressing Programs. Discussion followed. It was agreed, Melanie would work with Nancy Everson regarding her concerns.
- *IT Helpdesk Staffing Cost and Location* - Melanie requested a helpdesk staff be located part time at the Clinic/CHC. Discussion was held. Art said he is not comfortable relocating staff. Tim Magee said if Melanie wanted to add staff, it should be addressed on the administrative level, not at the Steering Committee level.

Independent Review of IT Services

Discussion was held as to whether it was time to have an independent review of IT services. The committee decided the cost did not warrant it at this time.

Director's Report

Data Base Administrator Position - Data Base Position is still open and currently being advertised. Morrison-Maierle continues to fill data base needs.

Projects

Storage Area Network (SANS) - The SANS is now operational.

Building Wireless - Mike Glass continues to work on the City-County Building Wireless Pilot Project.

Central Systems (Enterprise Resource Planning System or ERP) - The project kick-off meeting was held December 13th. Art said there will be weekly meetings with the project manager to track progress, he has committed to summarizing the weekly meetings and forwarding information so everyone is kept up to date.

URL - The city and county web committees have requested changing/shortening, the city and county URL names. The IT Board has accepted their request. The new addresses will be helenamt.gov and lccounty.gov. A plan is being put into place and will be presented to the IT Board at the January Board Meeting.

Remote GroupWise Client - GroupWise Web access has been an issue for a long time, and it particularly impacts the city commissioners. IT&S now has an alternative to web access giving users a full GroupWise client on their home computers (or by web access). Art suggested installing the client on the checkout laptops as well. The board gave Art permission to move forward.

2012 IT Steering Committee Chair - John Rundquist made a motion to nominate Sharon Haugen as the 2012 Steering Committee Chair. Nancy Everson seconded the motion; motion passed.

Sharon Haugen made the motion to adjourn. John Rundquist seconded the motion; motion passed.

The next Steering Committee meeting will be January 11th.

Agenda Items:

- FY13 Budget and CIP
- New Technology Tips and Tricks (Kelly Blake)