

***"DRAFT"***

IT&S Steering Committee  
June 27, 2012  
Room 309, City-County Building

**Members Present:**

Tim Magee, City Finance  
Nancy Everson, County Administration Services  
Sean Logan for JR Feucht, Fire Department  
Melanie Reynolds, Health Department  
Curt Stinson, Public Safety  
Phil Hauck for John Rundquist, City Public Works  
Kyle Thomas, County Public Works

**Absent:**

Sharon Haugen, City Community Development  
Nancy Sweeney, Clerk of Court

**Others in Attendance:**

Claudia Bagley, Frontline Representative  
Art Pembroke, IT&S  
Bernie Miles, IT&S  
Wendell Holmes, IT&S  
Ryan Bell, IT&S  
Kirsten Querna, IT&S

❖ **Approval of Minutes**

Kyle Thomas made a motion to accept the minutes of the January 11, 2011 meeting. Tim Magee seconded the motion; motion passed.

❖ **IT&S Staffing (Temporary/Intern/Network)**

Art introduced Wendell Holmes, Data Base Administrator; Ryan Bell, temporary Helpdesk staff; and Kirsten Querna, Carroll College Intern. He added that Mike Glass had accepted the Network Administrator position Tony Manicke will move into Mike's position. Most of the telephone duties will be shifted to network/infrastructure and will be moved with Tony. The Helpdesk will take over telephone installs just as they do computers, and billing will be shifted to Bernie. There will not be an elimination of an FTE, duties will just be shifted. There is still an open position and the PDQ for that position will need to be re-written.

❖ ***IT&S Policies (updates/additions)***

- Discussion: Art presented a draft of IT&S Policies. He stated the policies are in the process of being streamlined into one document with references so they are easier to use. There are policies in the works for a specific security section (i.e telephones, mobile devices, tablets, smart phones). He said he will be asking all departments to review the draft and sent changes and comments to him by August 31<sup>st</sup> . There were suggestions as to how to best track changes/comments. Art said he would work with Ellen Bell regarding tracking. He will post the policies in electronic format soon. Art would like to present the comments and recommended documents to the committee for review at September meeting and to the IT Board at the October meeting. Once the policies are finalized they will go to the city and county HR departments for the employee manuals.

❖ ***IT&S Projects***

- **ONESolution (ERP) Project**  
Staff is in the process of completing the new comprehensive land information file which will be shared with the city and county. In September or October the building permits training will begin. It is coming along, but it is a slow process.
- **Building Wireless**  
Work on the wireless project will resume once staffing shortages have been remedied.
- **GIS Ortho-Imagery/Award**  
The project is looking good and should be wrapped up in a couple months.  
  
GIS has received a national award from ESRI for the ESRI Community Maps program.  
Art disseminated a document covering all the details of the award.
- **FY13 PC Replacement Schedule**  
Art said approximately half of the replacements will be ordered first of July. He reminded everyone that monitors would only be replaced if they were 17" Dell monitors. Art said he is sending all departments on the replacement schedule a list of replacements for their area and the optional equipment they have requested. He will organize the roll out schedule by departmental responses; first come, first served per say.
- **URL Name Change**  
The legal documents for domain name changes are complete,. Helenamt.gov and Lccountymt.gov will be the new web addresses. Staff is working on user name changes. Art gave examples such as; Phil Hauck's address will go from [Phauck@ci.helena.mt.us](mailto:Phauck@ci.helena.mt.us)

to [Phauck@helenamt.gov](mailto:Phauck@helenamt.gov) and Nancy Everson will go from [Neverson@co.lewis-clark.mt.us](mailto:Neverson@co.lewis-clark.mt.us) to [Neverson@lccountymt.gov](mailto:Neverson@lccountymt.gov). This process will begin this fall depending on other projects.

- Remote GroupWise

The city commissioners now have remote GroupWise Access and it's working well.

- Smart phones/Tablets

At this time GroupWise Access works with full capability on Smartphones, iPads and tablets. Melanie asked if Blackberry will be discontinued, Art said the Sheriff will most likely be discontinuing Blackberry service. More information to come. Kyle asked what the cost would be. Art replied, at this point there is no cost and no apps are needed. Staff is working with Novell to clarify licensing and any potential costs. Art said, when ready, an instruction sheet will be shared for those who want to use it.

❖ **Other Business**

- Kyle Thomas asked Art how the removal of Cooney would affect the network. Art said staff has taken down a server and radio links. Kyle said there is money in the CIP that has been saved for equipment, where will those funds be allocated to. Tim Magee said the CIP is adjusted each year depending on need, reserves, and price changes. Art said the total costs that went to Cooney were \$4800. Kyle asked about network redundancy, Art said it was status quo.
- Health Department. Melanie said the Public Health Home visiting program is using an iPad and her staff is downloading iTunes from home. She said the iPad is not networked or on the system. The request is so her staff would have the capability to download iTunes at work. She said she had spoken with Eric Bryson regarding the downloads, and is aware she would need to have the exceptions taken to the IT Board. Art said downloads have been limited because of the copyright issues as well as the amount of bandwidth downloads take. YouTube is currently using 45% of the bandwidth. Art said the more requests for downloads, the bigger the pipes need to be. Expansion means more budget. It all comes down to staff, money, and time. Tim suggests big or heavy users pay more. Art said monitoring can be done, it takes staff time to manage. Kyle said the iPad is designed to be used all by itself. He asked if monitoring bandwidth and figuring out a cost association is really worth the time? Technically we are supposed to be using our equipment for work, and if that is the case, it should not matter. Tim, replied the cost does matter.

Melanie asked if it could be an individual request. She said iTunes in terms of viruses is safe. She said the Health department pays a lot for IT, she feels they pay their fair share, and to have to pay for the many little things as they try to keep up with services,

she finds it troublesome. Art said there has not been an IT Board exception created for downloading iTunes and this is what Melanie is requesting. Tim Magee said he doesn't have heartburn with the request. He said his concern is use of bandwidth and associated costs to departments. He asked the question, "At what point is the volume of what is paid to IT controlled? Even if something is a good thing in one department, other departments like police and fire may miss out because there isn't enough money. There is not an unlimited resource pool." Art said he would provide costing for steps in increasing bandwidth and options for reporting or monitoring department and/or individual's use.

Melanie said the request at hand is for iTunes to be treated like other special request such as access to blocked internet sites. She added, she also understood if there are costs associated with it, she may be able to get grant funds. All agreed support for the IT Board to hear the request.

❖ ***Adjourn***

The next IT Steering Committee Meeting will be Sept 26, 2012.