"Draft"
IT&S Steering Committee
December 13, 2017
Room 326, City-County Building
Chair ~ Sharon Haugen

Members Present:
Glenn Jorgenson, City Administrative Services
Nancy Everson, County Administration Services
Nikki Johnson, City Municipal Court
Sharon Haugen, City Community Development
Curt Stinson, Public Safety
Audra Zacherl, County Public Works
Jill-Marie Steeley, PureView Health Clinic

Absent:
Mark Emert, Fire Department
Melanie Reynolds, Health Department – Jolene Helgerson attended
County Community Development (No appointed Representative at this time)
Randall Camp, City Public Works

Others in Attendance:
Scott O'Connell, HPD
Art Pembroke, IT&S
Chris Sinrud, IT&S
Jennifer Carlson, IT&S
Bernie Miles, IT&S

Roll Call: Sharon Haugen opened the meeting, Bernie conducted roll call.

Approval of Minutes: Nancy Everson made a motion to accept the minutes of the October 4, 2017 meeting, Nikki Johnson seconded the motion, motion passed.

IT Board Report:
Passphrase: Art reported the IT Board approved changing the security system from a password based system to a passphrase. Instead of eight characters, a pass phrase will be a minimum of 12 and up to 64 characters. Passphrases will not expire. Security guidelines at the Federal and State level would still be adhered to such as Law Enforcement or perhaps HIPPA.
Timeout: If a user leaves their workstation for 20 minutes the screen will timeout or lock up. Time out is a security requirement**.**
Cost Recovery: The New Cost Allocation Plan was approved; Art is in the process of

updating the cost allocation sheet. He said he wants to meet with each department to discuss the cost allocations as well as the reporting that is now available.

IT Assessment: The IT Board approved an IT Assessment, which will be done on the Administrative level, not conducted by IT&S.   Art has provided County Administration example RFPs and is also providing an overview of our infrastructure and services. Nancy Everson, Jill-Marie Steeley, Paulette DeHart, and Roger Baltz are on the committee. The committee is hoping to have the RFP out by year end.   Sharon Haugen asked if there would be a city representative on the committee.   Jill said at this point, the committee is reviewing examples of RFPs making sure everything is included in the RFP before it goes out. She said it didn't mean these are the same people who will review the RFPs once they are received. Sharon said she would like city representation on the committee. Art said when the RFPs come in they could be made available to the city for review. He repeated the assessment is being done by administration and not IT&S.
Curt asked what the goal of the project would be. Art said it would be a thorough review of the services and costs. He said as he understood it, departments would be interviewed.

Base Budget: Art reported this budget is very similar to the 2018 budget, $1,490,000; the 2019 Base budget is 1,352,000. He said the expansion of the VDI had been removed, as well as some training funds. He encouraged the committee to review the budget.

CIP: Art stated the projects listed in the budget will most likely not all be accomplished in the next year. The CIP will continue to be reviewed each year, and if possible, equipment will be used beyond its scheduled replacement.

New Requests: New requests will be reviewed in a later meeting.

Cash Flow: Nancy Everson reported on cash flow. She said the cash flow included a projected 4% increase and still shows our expenses are over revenues. There have been rate increases for the past four years in attempt to get ahead, but feels we are not gaining on it.

Jill-Marie Steeley made a motion to accept the base budget. Glenn Jorgenson seconded, motion passed.

Project Updates:
PC Rollouts: Art reported for the past two years the PC replacement cycle has been on hold. The Virtual Desktops are now stabilized, and staff is once again working on the PC replacement plan. Art said machines have been sorted by warranty date and plans to replace 90 to 100 machines. He will have the list ready for departments in January. Replacement machines will be upgraded to MS Windows 10 and Office Standard 2016.   He also said the helpdesk will reach out to each person getting a new machine to make sure

any applications they may be using will work with the upgrades. If any application will not work, that workstation will remain at MS Office 2010. Scott O'Connell said he would like to set up one department machine he could install the Law Enforcement and Public Safety apps on to test. Art agreed. Sharon said it is important that people understand each department and help them understand their options and the implications of the options. Art agreed, he wanted each department to have a clear understanding of cost allocations, counts, and the PC rollouts.

TRAKit: The City side of TRAKit is having trouble with the license renewal process as well as eTRAKiT/Credit Card. Sharon said her admin group stated there were questions that have been lingering for some time, she asked if she could get some action regarding these cases, she said permitting is having trouble with valuations. Art said if there are cases recorded he will push to get answers. Glenn had questions regarding PCI compliance. He said there was a cost for PCI compliance of $85 come February and $35 a month there after. And the city and county would have to pay for two (eTRAKiT/Cardknox) accounts. Chris Sinrud said he would look into it.

He reported the County side of TRAKiT is not working with the credit cards either and eTRAKiT is still not tested.

New Business:
Election of 2018 Chair: Nancy Everson made a motion to elect Jill Marie Steeley. Curt Stinson seconded the motion; motion passed.