

# **“Draft”**

**IT&S Steering Committee  
January 24, 2018  
Room 326, City-County Building  
Chair ~ Jill Marie Steeley**

## **Members Present:**

Glenn Jorgenson, City Administrative Services  
Nancy Everson, County Administration Services  
Nikki Johnson, City Municipal Court  
Sharon Haugen, City Community Development  
Brett Petty, Public Safety  
Audra Zacherl, County Public Works  
Mark Emert, Fire Department

## **Absent:**

Melanie Reynolds, Health Department  
Peter Italiano, County Community Development (No appointed Representative at this time)  
Randall Camp, City Public Works  
Jill-Marie Steeley, PureView Health Clinic

## **Others in Attendance:**

Scott O’Connell, HPD  
Art Pembroke, IT&S  
Jennifer Carlson, IT&S  
Bernie Miles, IT&S

**Roll Call:** Audra Zacherl chaired the meeting as Jill-Marie Steeley was unable to attend. Bernie conducted roll call.

**Approval of Minutes:** Nancy Everson made a motion to accept the minutes of the December 13, 2017 meeting. Glenn Jorgenson seconded the motion, motion passed.

## **Fiscal year 2019 Budget**

**Cash Flow Update:** Nancy Everson reported there are a lot of changes this year with the cost allocations. There have been updates, FTE have been added as well as the Parking Commission coming on board. There was discussion held regarding cash flow and rate increases.

**Nancy Everson suggested a motion be made to recommend a 3% increase in place of the earlier 4% recommendation, if possible, to the IT Board. Sharon Haugen made a motion stating she supported the 3% increase. Mark Emmert seconded the motion and the motion passed.**

### **New IT Requests and Cost Impacts:**

**Security Compliance Software (AristoleInsight):** This is a tool to manage security compliance, PCI compliance, HIPPA compliance, etc. These are automated tools that would allow us to meet reporting requirements. The cost of the tool would be \$24,000-27,000 to purchase and another \$ 13,000 a year. Based on FTE, the cost would be between \$40 to 50 per FTE.

**Network Performance Software (liveNX):** This tool does performance monitoring; it allows staff to do quality of service management from a centralized tool. It will become more prevalent and required as we move into more video, skype for business across the network. The tool allows staff to prioritize the type of traffic on the network.

It was the consensus of the committee that budget is too tight to add new requests year. **Sharon Haugen made a motion to deny the new requests. Brett Petty seconded the motion and it passed.**

### **Project Updates:**

**PC Rollouts:** Art disseminated a spreadsheet with the PC Rollout schedule. The replacements will be done by department this year. Art said staff will be reaching out to each department and user before the replacement to access their individual needs. He said with the replacement plan new machines will come with Windows 10 and MS Office 2016.

**TRAKit:** Art said we are awaiting a significant upgrade. He is in conversation with the Superior Management. Both systems are up and running, they are bumpy, but he said everyone will keep working to make it a success. The City side of TRAKit continues to have a bit of trouble with Credit Card processing and email routing.

**Assessment RFP:** Art reported the RFP announcement had been sent out.

**New Business:** Orientation Classes for new employees have been historically been done in the IT Training Facility. Jennifer Carlson and the Helpdesk have come up with another approach they would like to discuss. It would mean doing away with the orientation class and replacing it with one-on-one classes done by the Helpdesk Staff. Art hopes to incorporate these one-on-one orientations in March. The Steering Committee was supportive of the idea.

Meeting Adjourned.