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"Draft"
IT Board Meeting
July 12, 2012
3:30 PM
Room 326 City/County Building

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Roll Call

Attending: Ron Alles, Eric Bryson, Dan Ellison, Andy Hunthausen, Art Pembroke, and Bernie Miles.

Absent: Scott Buswell

Ron Alles opened the meeting.

Minutes – Dan Ellison made a motion to approve the minutes of the January 26, 2012, Eric Bryson seconded the motion; the motion passed.

Enterprise Network License Model

Discuss the impact of Mobile Devices on our licensing model

Art reported current licensing for Novell is by device, he said there is another option for licensing which would be to license per user. He recommended changing to user base licensing. The cost would be approximately $6,000 - $7,000 this fiscal year, with approximately $1600 a year increase a year in maintenance. Art said while the cost is more upfront, in the long run would be cheaper. The reason for the change is the user model allows users to have network access on their work computer, but also have access to smart phones, iPads, tablets, or any additional devices, they would not be charged again. At this point, if a user has multiple devices, a license is needed for each device. Art asked the Board's approval to move forward with the change. The Board gave their blessing.

Options for accessing enterprise email and calendar

Art presented an information sheet for remote GW Access. He said staff had put it together to educate users on remote access. He talked about a product called Novell Data Synchronizer Mobility Connector.   This allows mobile devices (smart phone, iPhone, iPad, or tablet) access to GroupWise e-mail and calendar in a live connected state.   Any time you are connected, your calendar will be updated, plus this product has notifications.   He said there are several options available including GW Web Access, Smart Phone Apps, and now Novell Data Synchronizer Mobility Connector. The information sheet will be disseminated soon.

Commissioner Ellison said his Remote GroupWise is working well.

IT&S Policy Update and Review

Staff has been working to consolidate current policies into a single document that will tie into the HR policies or documents. Also, a mobile device use guideline has been added. Art said he has asked the Steering Committee, along with all department heads, and the Frontline to review and return comments on the policies by the end of August. The IT Policy revision will be on the September IT&S Steering Committee Agenda, as well as the October IT Board Meeting Agenda.

Eric Bryson said he liked the idea. He would like to have an electronic records retention policy added to the IT Policy. Ron said the city has a records retention policy, but would like a cross reference to electronic records as well.   Art said there is reference to record retention in the current policy. It states you must adhere to the records retention policies per state record retention guidelines for local government records (email is a document for record retention purposes).   Art said a records management section could be added. Ron agreed, he recommended the city and county work together on it, and employees be educated.

IT&S Building Wireless Discussion

Art asked the Board what type of wireless configuration they would like in the conference rooms.   He said there are many options; wide open access, password protected, time protected (i.e. 8-5 or any set times), or turn access on and off upon request. He said there can be multiple wireless networks; there can be work related wireless instead of being plugged into the desktop, and a public type access. A small piece of the bandwidth would be sliced off and it would be open and unsecured for users. Art said access has to be somewhat controlled, or limited, so there is not competition with local internet providers. Building wireless should only be for the interest and use of government functions. After much discussion, Art said the preference would be to have a public access that could be turned on and off based on need along with a password protected access for contractors and auditors. Commissioner Ellison liked the idea. Commissioner Hunthausen said he was in favor, if adjustments needed, they can be made.

IT&S Project Update

FY2013 PC Replacements – PCs have been ordered. Art said staff is looking into doing a pilot with virtual desktops. By going to virtual desktops there could be a significant cost savings.

Ortho Imagery Project - Deliverables should be coming in the September time frame.   Project is going well.

GIS Award - Art announced the GIS Office was recently recognized with a national award. Once the award comes, he will take it the Commission for recognition.

Wide area network upgrades – Staff is making progress. The maintenance contract with Montana Internet has worked out great. Art reported the fiber cable was cut between the City County Building and the Civic Center, but users were not affected because of the backup link. The fiber repair is under way.

SunGard OneSolution Project – Project is going well, currently staff is doing load testing with county land information.

City and County Community Development have concerns about what is not included in the contract. They strongly feel they need zoning modules and the code enforcement modules in order to take full advantage of the system and have the automated development review implementation they are looking for.   Licenses and implementation for zoning and code enforcement would be roughly $169,000. Sungard will right off the licensing. We would pay for the implementation leaving a cost of approximately $102,000 to $103,000.

Eric Bryson said the planning staff did not realize until just last week the modules were not included in the project plan. The planning staff has been positioning themselves to have an automated subdivision review workflow package implemented. There has been pre-training and workflow analysis. Staff didn't realize until yesterday there is not a comprehensive subdivision review community development planning module. It is too late to go back to the commission and request funds. **Eric made the motion to dip into IT&S reserves for the purchase, IT would then bill out the entities who use the modules over the next five to seven years. Ron Alles seconded the motion, discussion followed.**

Art said implementation would be approximately $103,000 and about $10,000 a year for maintenance. Ron said he thought it was the time to invest in the module, it is needed.

Art said it needs to be clear, this is not an electronic plan review. He said it will do subdivision review, staging, and routing. Sungard will draw up an updated agreement with a detailed list of the modules we have and the ones we do not have and would have to pay for if we ask for them in the future.

Commissioner Ellison asked what the state of IT&S reserves was. Art said the funds could be taken from the reserves but should be paid back. He said historically department specific modules and products have been billed back to departments. The modules are business specific and the enterprise doesn't pay for modules such as building permit modules, the department gaining the revenue would pay for it. It would only be fair for the departments to reimburse IT&S. Ron said that is what he

heard Eric say.   Eric restated the motion for IT&S to pay cost upfront for full implementation of community development planning and code enforcement modules for the city and county and structure reimbursement from the planning departments.   Commissioner Hunthausen seconded, motion passed.