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Minutes

June 26,2019
8:30 a.m.
Room 326 - City-County Building

IT&S Steering Committee Meeting
Brett Petty, Chair

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❖ *Roll Call and Introductions*
   Present:
   Glenn Jorgenson, City Administrative Services
   Nancy Everson, County Administration Services
   Sharon Haugen, City Community Development
   Peter Italiano, County Community Development
   Drenda Niemann, Health Department
   Mary Lehman for Jill-Marie Steeley, PureView Health Clinic
   Chris Jones for Nikki Johnson, City Municipal Court
   Brett Petty, Public Safety
   Dan Karlin for Audra Zacherl, County Public Works

   Absent:
   Ken Wood, Fire Department

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

❖ *Approval of Minutes*
   *N/A (*last meetings have been working sessions, no minutes recorded*)*

❖ *Ongoing Items/Project Updates*
   IT Assessment Recommendations Project – Art announced the main purpose of this meeting
   would be to update the committee on various IT projects and any impacts that may be coming.
   PC Replacement Project Update – Jennifer Carlson reported the FY19 PC Replacement was 2/3rds
   finished. She said there were snags with Office Products early on and PC's have been difficult to
   get this past spring. She is hoping to wrap up FY19 installs by the end of August or early
   September.

Art reported the FY20 replacement list will be sent soon.   Part of the PC replacements was the updated Office 0365 Products and removing users from the K: to the OneDrive. Jennifer agreed. She said she is offering a OneDrive class to departments along with the roll-outs. The class focuses on how to use the OneDrive, how it sinks, etc. Sharon Haugen said her building department attended.

Dan Karlin asked about SharePoint, he said he and Audra are looking forward, they would prefer to have a shared folder verses user drives. Art said while it is a wonderful product it is complicated. Missoula County has a Share Point expert on full time assisting in the set up.   Drenda asked if the migration would be one department at a time, Art answered yes.

TRAKiT Update – Both City and County have been updated 18.2, it has been tested and is working well. Sharon asked about training, Art said once 18.2 is in production it can be scheduled. He cautioned scheduling too early in the event we would be getting Citizen Engagement, which would mean having to go through it again. He will reach out for more information.

IT Assessments Project – The initial IT Assessment had 62 recommendations. Art said the project list has grown to 100-120 projects or tasks. The bulk of those being security related. Thumb drives were listed among the list of concerns. A short discussion regarding them was held, more to come.

Commission Chambers PC – there was brief discussion regarding the security of the Commissions Chambers Pc. Some said they use a generic log in, others stated they use their own log in, and some stated thumb drives were used by them and contractors. Dan Karlin suggested connecting the machine to the Public Network to isolate it from the enterprise network. . Drenda Niemann requested the machine be updated regularly so they can access their websites during meetings. IT&S Staff will investigate further.

Virtual Desktops/VDI – VDI will be going away.   Correspondence will be sent to all who use VDI, these users will be upgraded as part of the PC Replacement plan for FY20. In the future all who need remote access will use VPN on a city or county owned device. Users who choose this option will also require a multi-factor authentication for access.

Central Square Migration – The system has been upgraded to the 19.1 platform and H5 has replaced Naviline. Within the next few weeks testing will begin on the remote AS/400 services. Drenda asked if there will be training for the H5. Art said there was training offered, but would check into additional training. He added there is on line training offered by Central Square, he would get those links sent out.

New Business:
Passphrase (Password) Updates – All users will be required to reset their passphrase/passwords. The number of characters will increase from 12 characters to 16. Date will be July 1st for the county, and City on July 8th.

Multi-Factor Authentication – Art announced multi-factor authentication will soon be needed if a user is accessing their 0365 portal from the internet or via VPN. Users will need a key to gain access. This can be done with an APP on a Smart Phone or a USB key. He is asking the directors for input as to whether employees would use phones or purchase a security key. The keys cost between $25-50 each. A project plan will be put in place and everyone will be notified well in advance.

❖ ***Meeting Adjourned.***

❖ ***Next scheduled meeting will be September, 25th from 8:30-10:00 a.m.*** Agenda item will be emailed to both Brett and Art.