

**“Draft”
Minutes**

June 26,2019

8:30 a.m.

Room 326 - City-County Building

IT&S Steering Committee Meeting

Brett Petty, Chair

Roll Call and Introductions

Present:

Nancy Everson, County Administration Services

Kristi Ponozzo for Liz Hirst, City Finance

Drenda Niemann, Health Department

Corey Bailey for Brett Petty, Public Safety

Audra Zacherl, County Public Works

Rebecca Connors, County Public Works

Absent:

Steve Hagen, Public Safety

Sharon Haugen, City Community Development

Peter Italiano, County Community Development

Nikki Johnson, City Municipal Court

Jill-Marie Steeley, PureView Health Clinic

Others in Attendance:

Scott O’Connell, HPD

Stephanie Crook, Fire

Amanda Opitz, City Manager

Art Pembroke, IT&S

Jennifer Carlson, IT&S

Chris Sinrud, IT&S

Bernie Miles, IT&S

Eric Spangenberg, IT&S

Approval of June 26, 2019 Minutes (No Quorum/tabled until the next meeting)

IT Assessments Project – Art disseminated the Assessment Project list. He reported the initial IT Assessment had 62 recommendations, 35 have been completed or addressed. Art said the bulk of those being security related. The project list has grown to 100 projects or tasks needed to be completed to be compliant.

New/Priority Projects:

Migration of the ERP System – Art announced the enterprise is eight days from the go live date. At that time the ERP system will be located in Nevada, not the City-County Building Basement. With this migration, the ERP system and software support will shift to Central Square Technologies; the owner of the product.

Windows 7 removal project – Windows 7 will no longer be supported come January. All machines with Windows 7 will need to be upgraded or replaced by the end of December.

Multifactor Authentication (MFA) – Users who access the portal.office.com from outside of the City-County Building will soon be required to use MFA. They will go to a named website to retrieve a code to access the system. An MFA will also be required to access VPN.

Tower @ Public Works – Audra Zacherl asked if there was an estimated time of arrival for the tower that is to be placed at County Public Works. She reported there is a sewer line being installed and wanted to give IT&S a heads-up. Chris Sinrud said the tower had not yet shipped.

Presentation – Art gave the committee a presentation on the IT&S Department. This presentation covered how the department is organized, the current staff, what services are and are not provided to the city and county, and how IT&S is funded.

New Business

FY21 Budget Outlook – Nancy Everson disseminated copies of the FY20 Cost Recovery worksheet. She explained she and Glenn Jorgenson worked together each year to allocate the costs. Once the split between the county and city is determined, then it is up to each entity how they wish to allocate it. She said “special projects are a whole different thing” she is referring to the \$200,000 set aside by both the city and county. She said costs are being tracked with a project code in the IT funds and IT will be reimbursed, 50% from City and 50% from County. Nancy also stated if the city wants to make any major changes to the FY21 budget; it would be good to know in the next couple months. The budget is set in stone come January.

Art reviewed the budget process. He said he would present the base budget to the Steering Committee with no new project or requests. There will be a subsequent meeting where the base budget is approved or recommended, and new project requests are presented. Art, along with city and county finance, will then present the budget packet as reviewed and recommended by the Steering Committee to the IT Board. After IT Board approval, the budget is presented to the Joint Commissions.

Meeting Adjourned

Next scheduled meeting will be announced.