

Information Services Policy Committee
Thursday, August 13, 2015, 1:00 PM
Room 214, City County Building

Meeting Minutes

ISPC members in attendance: Steve Hubka, Dennis Meyer and Jane Raybould. Information Services staff members in attendance: Steve Henderson, Jim Anderson, Craig Gifford and Jeff McReynolds.

Raybould called the meeting to order at approximately 1:06.

Raybould called attention to the Open Meeting Act information posted in the room.

There was no public comment.

Meyer moved approval of the June 25, 2015 minutes; Raybould seconded. Approved unanimously.

Henderson reported that the Information Services fund balance was \$383,655.03 for August. He stated that the figure might be low because the end of the City fiscal year is at hand, and that the billing cycle is at its maximum length before issuing new monthly bills. A graph of the recent fund balance history is included later in these minutes.

Henderson asked Raybould for permission to discuss policy, standard and guideline development out of sequence from the agenda in consideration of limited time by some attendees; granted.

Henderson reviewed the State's existing framework for policies, standards and guidelines. He noted Wiltgen's prior interest in establishing a framework. Henderson asked the ISPC members to consider adoption of the State's framework and the draft password standard as distributed at the June ISPC meeting, realizing that the ISPC will have ongoing ability to modify these elements of a policy, standard and guideline program. Discussion ensued, including these topics: The fact that the need for this arises in part out of the recent city audit comments; the proposed password standard reflects current practice regarding passwords; Information Services will create an online presence for policies, standards and guidelines, with accompanying language emphasizing the evolving nature of the process; and that Information Services will present information about this process at the next Technical Discussion Forum. At the conclusion of the discussion, ISPC members agreed to proceed with the framework and the password standard.

Henderson started a conversation about cost allocation and rate-setting. He noted that the revised interlocal emphasizes cost allocation and rate-setting instead of budget; this had been a point of some level of frustration and/or confusion in the past, given County interest in the Information Services budget – which in the end, is strictly a City budget. There was discussion about calling on the two budget officers (Meyer and Hubka) to possibly be more actively involved in the cost allocation process and to then brief the other ISPC members. There was

considerable discussion about customer-oriented service delivery and how that concept relates to the cost allocation and rate-setting work. Objectivity and transparency were identified as key elements of the process. At the end of the discussion, it was stated again that Hubka and Meyer will be the primary ISPC contacts for the overall process, with the intention being to keep other ISPC members well-informed regarding the work on cost allocation and rate-setting.

Anderson discussed the Systems Development status report. A copy of his report is included later in these minutes. Highlights of the report include the provision of 1095-C forms to employees, the upcoming County JDE upgrade, and the recent InterLinc upgrades.

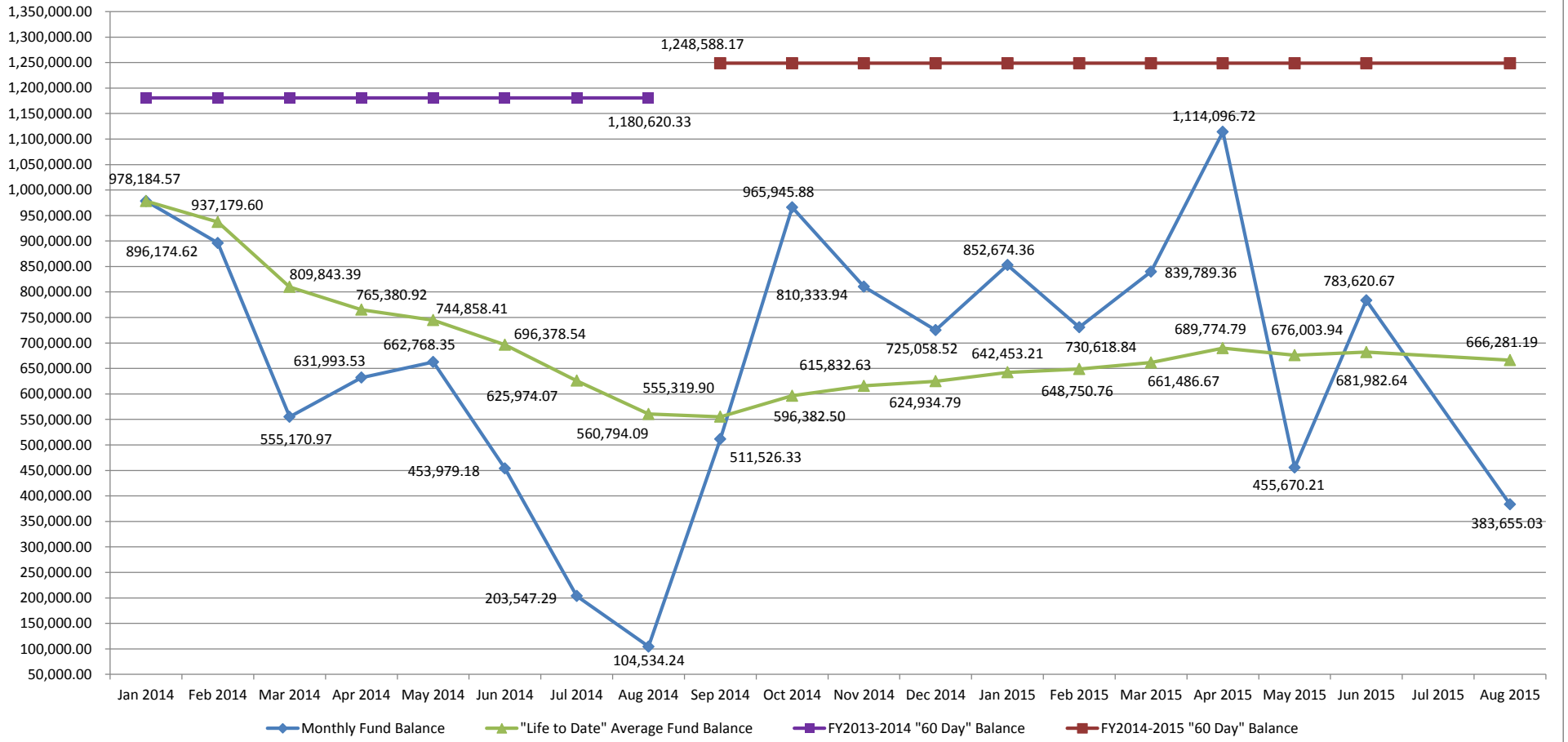
Gifford discussed the status of the Novell migration project, expressing the intent to be finished by the end of September. He mentioned a focus on retiring servers that are running the 2003 version of Microsoft server software. Storage and email issues will likely surface as budgetary issues. There was some general discussion about customer habits regarding storage usage.

McReynolds talked about City attendance at the ESRI User Conference. He mentioned his recent work with the Emergency Operations Center regarding interest in GIS. He summarized the current activities to finalize a support agreement with the Raikes School to provide support for the AVL application. The Clip-Zip-Ship application is near completion and will be deployed soon. Finally, he distributed the Executive Summary of the GIS Infrastructure Proposal which will be more widely available soon.

Again, there was some discussion of the status of the City's website.

With no further business to conduct, Raybould adjourned the meeting at approximately 2:05.

Information Services Fund Balance - January, 2014 to Present



INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Jim Anderson, Systems Coordinator, Information Services
DATE: August 13, 2015
SUBJECT: Monthly Report

SYSTEMS DEVELOPMENT PROJECTS

1. **City/County Payroll/HR** – As part of the Affordable Care Act, the City and County will be required to provide employees with a form 1095-C this year along with transmitting this data to the IRS. As this functionality is not included with the current HR software, there will be a separate charge from the vendor for this work. Human Resources and Information Services are working with Blue Cross/Blue Shield to acquire the insurance information necessary to provide to the vendor.
2. **County EnterpriseOne 8.12 to 9.1 Upgrade** – The RFP for an upgrade of the County EnterpriseOne financial system closed on July 15th and the three proposals received have been reviewed. Subsequent conference calls were held with each vendor to refine the proposals. The revised proposals are due by noon on August 14th.
3. **InterLinc Upgrade** – The InterLinc web server was upgraded on July 14th. Along with upgrading to the most recent operating system and web server versions, the new server is hosted in the Information Services virtual server environment, providing additional fault tolerance for this server.