Information Services Policy Committee
Thursday, June 8, 2017, 1:30 PM
Room 214, City County Building

Meeting Minutes

ISPC members in attendance: Jane Raybould, Rick Hoppe, Brandon Kauffman and Dennis Meyer. Information Services staff members in attendance: Steve Henderson, James Anderson and Craig Gifford.

Raybould called the meeting to order at approximately 1:37.

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

There was no public comment.

The May 11, 2017 minutes were approved 2-0, with two abstentions.

Henderson reported that the current Information Services fund balance was $509,863.16. He mentioned that Information Services is still working to reconcile some Accounts Receivable issues with Public Works. While cautious about the drop from last month to this month, he believes that once the issue is resolved with Public Works, the balance will be acceptable throughout the remainder of the fiscal year.

Henderson initiated discussion about the draft Information Security Policy. He reviewed the fact that an Advisory Group was created to evaluate the draft policy, along with the creation of a Comment Period to seek wider response to the draft. He mentioned that six comments were received regarding the draft Security Policy – three were positive. Some of the comments pertained to the length of the draft policy, arguing that it was too long. Henderson countered those comments, reminding everyone that the Advisory Group had approved the draft, that a consulting expert had helped formulate the draft, and that by comparison the draft was significantly shorter than the State of Nebraska's equivalent security policy. Henderson agreed with the comments that definitions are needed to clarify the difference between a policy and a standard. He also agreed that employee training/education sessions about the policy are appropriate once the policy is adopted. There was some discussion about the comments received that addressed matters of records retention and records management – while important topics, they are separate and distinct from security matters. Beyond the specific comments, the group discussed those scenarios where different entities within the city/county have overlapping or competing governance documents when compared with the work the ISPC is trying to accomplish – Appropriate Use Policies are an example. Henderson stated that his hope or goal is that the ISPC eventually becomes the authoritative source for such governance documents related to technology, and that other entities might chose to adopt governance documents that simply reference the ISPC information. The group also discussed the fact that, per the ISPC interlocal agreement, policies must be approved by the Mayor, City Council and County Board. Lastly, Henderson discussed a minor rewording proposal for section 5.01 of the draft policy; Hoppe offered a friendly amendment to that change. Given that amended wording change and

after consideration of all the previous conversation, Hoppe moved approval of the Information Security Policy; Meyer seconded. The policy was approved 4-0.

Henderson also talked about the draft Password Standard that had been out for the same Comment Period. He mentioned that a comment was received which argued for stronger password procedures, but reminded everyone that the draft under consideration was simply a rewording of an existing standard to bring it into general conformance with the format of other policies, standards and guidelines. Kauffman moved approval of the Password Standard; Hoppe seconded. The standard was approved 4-0.

Henderson distributed information from the ISPC interlocal agreement that reviewed the definition of an Enterprise Project. Given the significance of the HR/Payroll project, he requested that the ISPC designate it as an Enterprise Project. There was some general group discussion clarifying the fact that this was simply a definitional issue, not related in any way to Enterprise Funds. Additionally, there was some conversation about Kauffman and/or Doug McDaniel being the likely owners of the HR/Payroll system for purposes of fulfilling the definition of an Enterprise Project. Meyer moved that the HR Payroll project be designated as an Enterprise Project; Hoppe seconded. The motion carried 4-0.

Lastly, Henderson asked the group if there was an interest in having some of the CJIS system subject matter experts attend the July ISPC meeting to discuss in greater detail some of the capabilities and functionality of the CJIS system. Given a definite interest from the group, Henderson will attempt to make such arrangements.
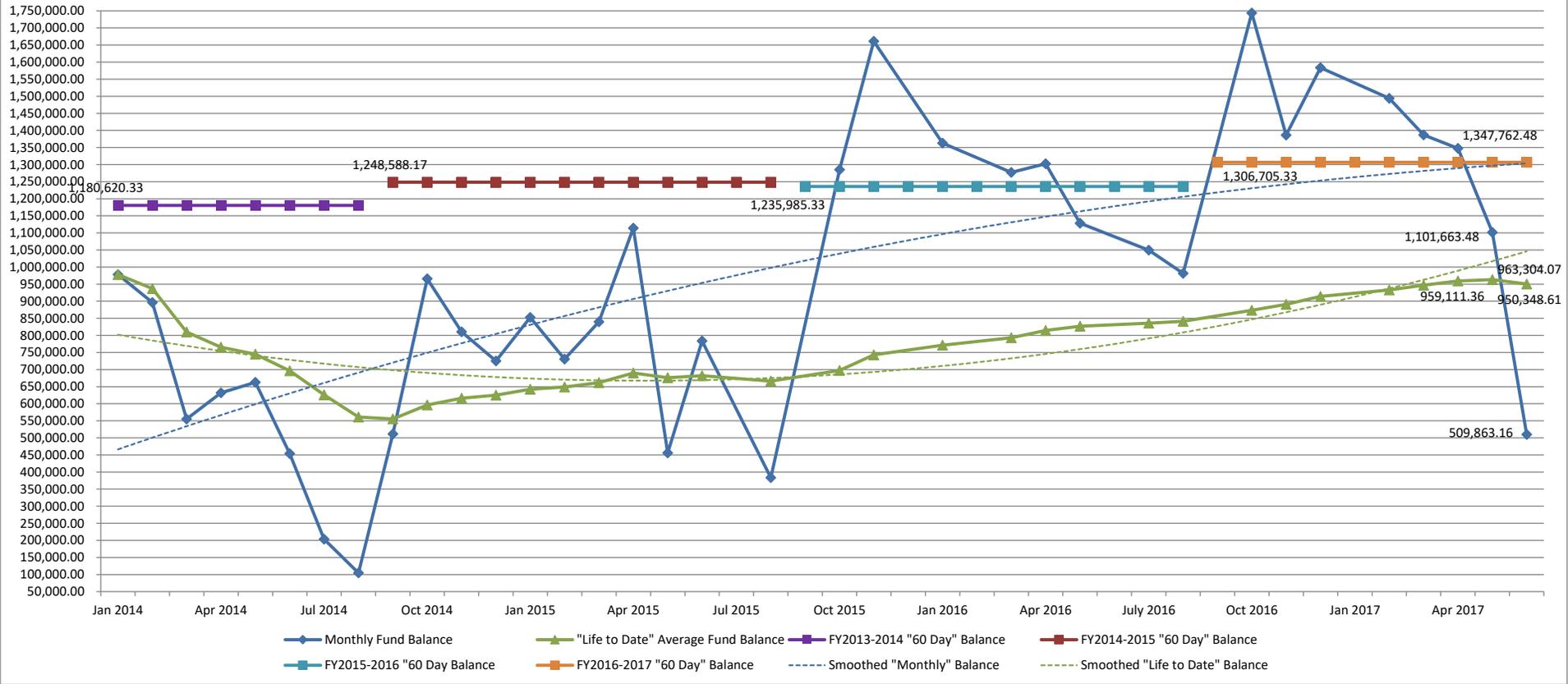
Anderson offered comments about possible changes in the HR/Payroll monitoring process, noting that the ISPC just designated the project as an Enterprise Project. Kauffman added that there will be a conversation with the County Board about the decision to pursue the HR/Payroll solution by way of a RFP, or by use of a "Piggy Back" contract. Kauffman also mentioned a pending survey for city departments to gather information about payroll processing – staffing levels, procedures, etc. Anderson mentioned that IS is working with the Police Department and the County Sheriff to generate CJIS estimates similar to the estimate already formulated for Corrections. He also mentioned some recent software demonstrations to help in scanning applications for security risks. He commented that Accela is nearly ready to be upgraded to version 9.1 from the current 7.3 level. The General Assistance rewrite continues, currently with a focus on the billing elements of the system. Finally, Anderson spoke about the activities to rewrite the current FileMaker system used to help with the prioritization process of creating city budgets. Kauffman added that this new approach will save time by automating several processes that were formally manual. Allowing departments to enter information instead of rekeying the information manually will be especially helpful. A copy of the Systems Development status report is included later in these minutes.

Gifford mentioned that the datacenter move is nearly completed – all IS computing equipment is now moved out of the 233 building. Some network changes will still need to be completed. He mentioned some interest in using Amazon Cloud services as a possible storage location for large volume datasets like body camera data.   A copy of the Infrastructure status report is included later in these minutes.

McReynolds is attending a conference in San Antonio to learn more about 911 issues and related GIS topics. He shared by email that these advances will likely bring about increased GIS utilization. Henderson commented about some of the ongoing efforts to improve the GIS infrastructure, noting that today's environment has some frailties due to high usage.

With no further business to conduct, Raybould adjourned the meeting at approximately 2:26.

Information Services Fund Balance - January, 2014 to Present

Data labels visible on chart:

- 1,248,588.17
- 1,180,620.33
- 1,235,985.33
- 1,306,705.33
- 1,347,762.48
- 1,101,663.48
- 963,304.07
- 959,111.36
- 950,348.61
- 509,863.16

Legend:
- Monthly Fund Balance
- "Life to Date" Average Fund Balance
- FY2013-2014 "60 Day" Balance
- FY2014-2015 "60 Day" Balance
- FY2015-2016 "60 Day Balance
- FY2016-2017 "60 Day" Balance
- Smoothed "Monthly" Balance
- Smoothed "Life to Date" Balance

6/7/2017

INTER-OFFICE MEMO

TO:	**Information Services Policy Committee**
FROM:	**Jim Anderson, Systems Coordinator, Information Services**
DATE:	**June 8th, 2017**
SUBJECT:	**Monthly Report**

SYSTEMS DEVELOPMENT PROJECTS

1. **City/County Payroll/HR Upgrade**

   Transitioning to an ISPC Enterprise Project.

2. **Criminal Justice Information System (CJIS)**

   Migration estimates being made by LPD and LSO.

3. **Information Security**

   Researching application and server scanning software.

4. **Accela Automation**

   Planning upgrade to version 9.1.

5. **Development Projects**

   General Assistance: Work started on the billing component of the application.
   Funding Request Prioritization: Kick-off meetings and initial table design.

<h1 style="text-align:center">INTER-OFFICE MEMO</h1>

TO: **Information Services Policy Committee**

FROM: **Craig Gifford,** Technical Support/Operations Coordinator, Information Services

DATE: **June 7, 2017**

SUBJECT: **Monthly Report**

ENTERPRISE SERVICES PROJECTS

State Data Center

Fiber for State network utilization remains to be moved/reconfigured

AWS - Amazon Web Services

Police Watchguard Video - Body Cam video archive storage

Microsoft Office 365

New Tenant "LincLanc.OnMicrosoft.Com" is fully functional for Office installs

Hybrid Exchange email enviroment will be established

Network Services

Fiber requirements for EoC move to Youth Services location