



IT STEERING COMMITTEE MINUTES March 31, 2016

The IT Steering Committee met on Thursday, March 31, 2016, at 1:30 p.m.

PRESENT: Steve Hyde, Schenck; Chair Rebecca Grill, Joe Burtch, Jim Jandovitz, John Kuzma, Ed Lisinski, Sally Nusslock, Chuck Ruud, John Stibal, Dave Wepking, Jeanette Wardinski.

1. New Video Screens

Mr. Jandovitz had the new video screens available for use with the Schenck presentation today. Staff present liked the ability to have more interesting presentations, and Mr. Stibal suggested using them in lieu of the big screen in the Council Chambers.

2. Annual Report

Mr. Jandovitz referred to the IT annual report and wondered if efforts should continue on this once-a-year item, which is more of a static document. The Committee thought it would be more beneficial to put out IT statistics on projects, etc. more frequently.

3. Audit

Jim Jandovitz informed the Committee that an IT audit was done in conjunction with the city audit. Mr. Steve Hyde from Schenck is here today to present the audit. Mr. Hyde proceeded with a power point presentation of Schenck's IT Assessment and a handout of same was provided (see attached). He explained that they met with multiple city personnel for the IT assessment, and there were no financial risk areas noted. He spent time reviewing the assessment report and responded to questions and comments during his presentation. At the conclusion of the presentation, Mr. Stibal asked how we are doing overall, and Mr. Hyde responded that the main issue is to optimize security in the IT area. System-wise and financials are good. Further discussion ensued on how things are going overall in the city, including capital budgeting for equipment, etc. Comments offered on the alignment of the IT strategic plan with the city's strategic plan. Mr. Stibal said he is interested in keeping this going city wide, and Mr. Wepking said he would be interested in seeing what other communities have. Mr. Jandovitz also commented on the results of the phishing trial with employees and how this impacts security and our firewalls, etc.

4. Strategic Plan

Ms. Grill said we would discuss this matter at the next meeting.

5. Public Safety IT Committee
Ms. Grill mentioned the bi-weekly meetings on Pro Phoenix being held with the Public Safety group. These meetings have been going well, and it's been a good way of sharing information between the departments. Mr. Burch asked why those departments aren't the same system as the rest of the city, and Mr. Jandovitz said because of their security issues and based on what they do, the Pro Phoenix system works the best for them. Ms. Grill said she thinks we need an inventory of what programs everyone is using, like Pro Phoenix, etc. Mr. Stibal mentioned the Bresslers service for accessing phone numbers. Mr. Jandovitz also mentioned the ITUG group and wondered if we want to continue holding those meetings as a way of sharing information from the IT Department. The Committee felt that other groups should be used for sharing information, such as the Department/Division Head and Clerical Task Force meetings. He also commented on the online help system which is still under review before rollout.
6. BP Logix Update
Mr. Jandovitz presented a visual report on the impact of processes being done online. The statistics really show how things are moving to the online system resulting in lower levels of calls. He provided updates on various projects including the grass and weed complaint system, which staff reports that the improvements have aided the work process and freeing up of staff time. The overnight parking online process has resulted in dramatic drop in phone calls, and more is being done online now with business occupancy permits. They will be working next on bringing the engineering permits online.
7. IT Steering Committee Projects
Ms. Grill passed out copies of the updated list of projects, and discussion ensued on the prioritization of projects, how staffing impacts these projects, etc. Ms. Grill also talked about a compensation survey that is being conducted.
8. Front Lobby and Monitor Policy
Ms. Grill mentioned a policy is being developed on having electronic information in the City Hall lobby area.
9. Next Meeting
The Committee is scheduled to meet next on May 25 at 1:30 p.m. This Committee meets bi-monthly on the fourth Wednesday.

The meeting adjourned at 2:47 p.m.