

# IT STEERING COMMITTEE

## MEETING MINUTES

Monday, January 9, 2014

9:30 a.m.

160 N. Main, 5<sup>th</sup> Floor  
(Conference Room)

The meeting was called to order at 9:30 a.m.

**The following were in attendance:** Jim Hivner, Derrick Mink, John Halbert, Mike Swift, Dini Malone, Donna Russell, Gerald Thornton, Gordon Crisp, Richard DeSaussure, Ed Raper, Chuck Fox, Patrick Lafferty, Jeff Yallope, Eddie Gentry, Denise Johnson, Linda Pepper, Janice Holmes, Mike Lewis, Laviette Crutchfield, Linda Maple, Debra Gates, and Joy Touliatos.

A motion was made to approve the minutes from the August 1, 2013 and Sept. 9, 2013 meetings – all approved.

### **Committee Reports**

**PCI** – Debra Gates discussed the Target security breach and how important it is for all the offices that are handling credit cards to get certified.

**ICJIS** – Ed Raper gave an update on the ICJIS Project. Steering Committees have been formed for each system and the RFP for the systems integrator should be presented for County Commission approval by March 10<sup>th</sup>. There appears to be about \$1-1.5 million left over in the FY15 budget for ICJIS that will not be needed.

**TAP** – Jeff Yallope reported that he has been attending the TAP meetings and that they are very helpful in keeping all the offices informed of IT issues in the county.

**Election of Officers** - Nominations were made for each position on the Executive Committee and the following positions were filled:

Chairman – Jim Hivner

Vice-chairman – Gordon Crisp

Secretary – Van Sturdivant

**Guidelines for Project Approval** – (John Halbert, Presenting) Updated guidelines for project approval were distributed for the committee to review. After discussion of the correct path for new projects to follow, Jim Hivner made a motion to bring this item back to the next meeting for approval after it has been reviewed by all the members. With a second by Richard DeSaussure the motion was approved.

**CIP Review Process** – (Mike Swift, Reporting) There is \$20 million budgeted for non-school related CIP projects. Of that amount, \$5 - 6 million is dedicated to IT projects this year. There is currently \$15.9 million in proposed projects for FY15. The guidelines for project approval call for a CIP Review Committee be established to evaluate the CIP budget requests. Joy Touliatos agreed to chair the committee again this year. The committee members include Debra Gates, Van Sturdivant, Donna Russell, Patrick Lafferty, Gordon Crisp. Mike Swift and John Halbert will assist the committee with the review. A report from the committee will be submitted to Mike Swift around the first week of February.

**Job Application Tracking System** – (Mike Lewis, Presenting) Human Resource Department is requesting approval for \$74,000 for a new automated application tracking and selection system to speed up the hiring process. The number of applications that are being handled has increased from 38,000 to 51,000 in the past 5 years. Jim Hivner made a motion to approve the project and Chuck Fox seconded. The motion was approved.

**Cabling Contract** – (Jeff Yallope, Presented) The IT Department requested approval of a cabling contract for 3 years with a 2 year option to extend the agreement. Datacom was selected as the vendor based on evaluation of the RFP. The contract allows for up to \$400,000 each fiscal year in cabling projects contingent on availability of funds in the budget of the department request cabling services. Debra Gates made a motion to approve the contract and Chuck Fox seconded. The motion was approved.

**PC Replacement Fund** – (John Halbert, Presenting) The presentation for a PC Replacement Fund was information only at this time. The IT Department was going to allow offices to opt into a program that was basically a lease program for computer equipment. It would charge a monthly fee equal to 2.25% of the replacement cost for each piece of equipment in a department/office and allow for the funds to be used to replace the equipment every 4 years.

Jim Hivner thanked Chuck Fox for his leadership over the past year and with no additional items moved to adjourn the meeting.