

■ MINUTES ■

IT STEERING COMMITTEE

Meeting: Thursday, February 20, 2014

Time: 9:30 am

Attendees :

John Halbert
Joy Touliatos
Richard DeSaussure
Dini Malone
Chuck Fox
James Coleman
Debra Gates
Jim Hivner
Kalyan C. Sojja

Tina Walker
Van Sturdivant
Patrick Lafferty
Donna L. Russell
Gerald Thornton
Derrick Mink
Paul Boyd
Maurice Sargent
Terry Parker

Harvey Kennedy
David Lenoir
Mike Swift
Joe Young
Eddie Gentry
Steve Solaas
Lee Wessels
Ed Raper
Gordon Crisp

Call to Order :

Jim Hivner, Chairman, called the meeting to order at 9:36 am

Approval of Minutes :

A motion was made to approve the Minutes from the January 9, 2014 meeting - Motion was seconded and all approved.

TAP (Technical Advisory Panel) Report:

Terry Parker, CSA - Code Enforcement, presented updates regarding: ICJIS, ESB, GIS, CAD System, Web filters, Phone upgrades, PCI Compliance, etc.....

Sub - Committee Reports:

- **PCI Compliance**

Debra Gates, C.A.O. - Office of Shelby County Trustee, reported Shelby County Government should receive PCI Compliance certification by June 30, 2014. The PCI Committee will begin quarterly meetings rather than monthly meetings. Donna Russell, Chancery Court Clerk and Master, questioned the status of the Shelby County School System and PCI Compliance.

- **ICJIS System Integrator**

Ed Raper, ICJIS Project Manager, reported on projects underway. Serra Systems was selected from RFP submissions. Ed indicated an expectation to be further along with the contracts, but due to many variables - especially the many data exchanges being considered had broadened the process. It was noted that the CIP funds allocated for this piece of the project is 2.5 million and the contract will be under 1 million. He is targeting Monday, March 24th Commission Meeting for contract approval. Therefore, he

has requested an e-mail vote for approval once the contract is complete. He will then e-mail contract to Chairman Jim Hivner who will in turn e-mail to the voting IT Steering Committee members for approval. A tentative GO-LIVE date of May, 2015 is based on Tyler Technologies timeline.

Motion was made to proceed as discussed, seconded and approved.

- **Trustee Tax System Contract A pproval**

David Lenoir, Shelby County Trustee presented and requested approval of a contract between Shelby County Government on behalf of the Shelby County Trustee and Manatron, Inc. - A Thomson Reuters Business for software, hardware and services to provide a Comprehensive Property Tax Payment and Collection System. Project binders were distributed to IT Steering members. Tina Walker presented and discussed highlights of the project and the contract. It should be noted that the contract is for \$3,992,436. Debra Gates, CAO - Shelby County Trustee, also fielded concerns and questions. Harvey Kennedy, C.A.O. for Mayor's Office suggested that there be a financial statement of benefit to expedite the commission review process. David Lenoir stated his office would be reaching out to Commissioners pre-hearing date to answer any Commissioners' questions or concerns. Additional concerns by committee members were discussed including: personnel savings to the county, stakeholder participation and inclusion, milestones, integration workflow, maintenance support and vendor payments.

Motion made to accept and approve contract, motion seconded and approved.

- **Project Review Sub-Committee (Capital Improvements Projects)**

Joy Touliatos, Juvenile Court Clerk, Chairman, presented the finding of the committee. A ranking sheet was distributed showing FY15 through FY18 and the proposed project title and amount. Additionally, it was the recommendation of the committee to earmark \$200,000 for the Election Commission to secure the services of a Consultant to evaluate and make recommendation for a Voter Registration and Voting System. After a short discussion, a motion was made to accept the recommendations of the sub-committee as stated.

Motion seconded and approved.

- **Guidelines for Project A pproval**

Jim Hivner, Chairman, requested that discussion of the draft of Guidelines for Project Approval be moved to the next meeting since our meeting was running long.

Meeting Adjournment :

A motion was made to adjourn.

Motion seconded, approved and meeting was adjourned.