

■ MINUTES ■ IT STEERING COMMITTEE

Meeting: Tuesday, February 16, 2016

Committee Members Present:

Voting Members

Debra Gates, Chairperson
Van Sturdivant, Vice Chair
W. Aaron Hall, Secretary
Mike Swift
Danny Kail

Joy Touliatos
Gordon Crisp
Dale Lane
Gary Harshman
Scott Sharpe

Gwendolyn Cranshaw
Martha Lott
Tom Needham

Others present:

Dini Malone
Dini Malone
Kim Hackney
John Halbert
(Nonvoting Member)

John Simpson

Herman Boyd

Call to Order:

Debra Gates, Chairman, called the meeting to order at 10:00 am

Approval of Minutes:

Motion was made by **Joy Touliatos** and seconded by **Gordon Crisp** to approve the Minutes from the January 27, 2016 meeting.

Motion Approved.

Electronic Votes:

- Fourteen votes were casted approving the application of John Simpson, as a Mayor Appointed Private Sector Individual member of the IT Steering Committee. Mr. Simpson's application will be presented to the Mayor.
- With fifteen votes in favor of replacing IT's Service Desk Express with Cherwell's Information Technology Service Management application, the project was approved.

Sub-Committee Reports:

- **CIP Sub-Committee-Joy Touliaatos** offered a list that details the CIP projects for fiscal years 2017-2020. The total for each year is shown below:

FY17	\$3,191,585.00	FY18	\$7,100,000.00	FY19	NO PROJECTS	FY20	\$6,500,000.00
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- Motion was made by **Van Sturdivant** to approve the recommended projects and seconded by **Gordon Crisp** . Motion approved.

Old business:

- **Steve Solaas** updated the Committee on the 12th Floor Data Center project. In order to facilitate renovation of the Vasco A. Smith Jr. Administration Building, the Shelby County's West Data Center needed to be relocated from the 10th floor to the 12th floor. In FY11, \$500,000.00 in CIP funds were appropriated to cover the initial estimate. The actual cost to complete this project was \$705,511.00.
- **Steve Solaas** delivered a status report on the Network and Host Server Upgrade. \$715,000.00 in CIP funds were appropriated in FY15 to replace supporting infrastructure components of the County's IP phone system and upgrade of the County's wireless network.
- At this point, all of the downtown area networks and power equipment have been deployed in preparation of the VoIP handset installations. Approximately 70% of the East Campus network and power equipment have been deployed.

- County ITS network staff is currently receiving training on the new Aruba wireless network system and will start replacement of the Old Cisco wireless within a few weeks.

New Business:

- **Steve Solaas** presented for approval a project with A T & T for Campus links, and the expenditure of O & M funds not to exceed \$33,936.00 annually, \$169,680.00 over a period of 60 months.
- The County's West Datacenter to East Datacenter secondary connection is at capacity and requires additional capacity for continued operation of the County's IT and Telecommunications Services.
- The object is to increase the capacity of County campus connections to meet current demand and expected growth.
- The replacement of the existing 100Mbps connection with the new 1Gbps connection will increase the monthly O & M expenditure by \$774.00, an increase of 34%, but the cost per megabit of bandwidth decreases from the current cost of \$21/Mbps to \$3/Mbps and will reduce the County's backup replication time from 22 hours to 3 hours.
- The project is expected to be completed by the end of 2016.
- Motion to approve the project was made by Van Sturdivant and seconded by Joy Touliatos. Motion carried.

- **Ross Dyer** and **Megan Smith** requested replacement of the Case Management System for the County Attorney's office.
- ProLaw, by Thompson Reuters, is offering two on-site training sessions, as well as, 290.5 hours of training.
- Mike Swift has allocated funds.
- No Motion was made and the project was deferred for more information and a CIO Project Summary.

- **Eddie Gentry** presented for project approval the contract for CBIZ Security & Advisory services, LLC.
- The contract will be paid from the Shelby County ITS Application Services account in the FY2016 budget. This payment is not to exceed \$79,560.00.

- Attainment of PCI DSS compliance is required by the Credit Card issuing companies. Failure to do so could result in fines, additional fees, and revocation of the ability to accept payments by credit card.
 - PCI DSS attainment and sustainment is required of the ITS department as a service provider to multiple County merchants including the County Clerk's Office, the County Trustee's Office, multiple courts and smaller County offices.
 - Completion target date is 12/31/2016.
 - With no motion, it was suggested that more time should be allowed for Wanda Richards and Donna Russell to discuss this with the PCI Sub-Committee.
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- **John Halbert** shared the results of the IT Steering Committee Learning Survey.
 - The survey covers various topics such as worker collaboration; worker content creation; vendor management and customer engagement optimization.
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- **John Halbert** provided an update on the Intellitime Project.
 - The vendor is having to be more flexible with configuring the software which has caused a sixty day delay.
 - After regrouping, new training materials based on updates will be available.
 - Due to this being an on-going project, it was suggested that an Intellitime Sub-Committee be formed with Aaron Hall as Chair.
 - Motion was made by **Aaron Hall** and **Joy Toulitos** seconded. Motion passed.

Next Meeting:

Tuesday, March 15, 2016 at 10:00 a.m.

Meeting was adjourned:

Motion was made **Van Sturdivant** and seconded by **Gwen Cranshaw** to adjourn at 11:12 a.m. Motion carried.