

 **MINUTES**   
**IT STEERING COMMITTEE**

Meeting: Tuesday, March 15, 2016

**Committee Members Present:**

Voting Members:

<b>Debra Gates, Chairperson</b>	<b>Joy Touliatos</b>	<b>Richard DeSaussure</b>
<b>Van Sturdivant, Vice Chair</b>	<b>Alisa Haushalter</b>	<b>Gordon Crisp</b>
<b>W. Aaron Hall, Secretary</b>	<b>Gary Harshman</b>	<b>Arpit Shah</b>
<b>Donna Russell</b>	<b>Travis Green</b>	<b>Scott Sharpe</b>
<b>Martha Lott</b>	<b>Gwendolyn Cranshaw</b>	<b>Dale Lane</b>

Others Present:

<b>Dini Malone</b>	<b>Herman Boyd</b>	<b>Terrie Moten</b>
<b>John Halbert</b> (Nonvoting Member)		

**Call to Order:**

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

**New Member:**

**Dr. Alisa Haushalter** , who became the Director of Health Services in January attended her first meeting with the IT Steering Committee.

**Approval of Minutes:**

Motion was made by **Dale Lane** and seconded by **Martha Lott** to approve the Minutes from the February 16, 2016 meeting.

Motion Approved.

## Electronic Votes:

On February 25, 2016, ITS' PCI DSS Assessment project (CBIZ) passed with fourteen votes.

## Sub-Committee Reports:

### TIME & ATTENDANCE Sub-Committee:

**Aaron Hall** reported that the IntelliTime Sub-Committee was renamed the **Time and Attendance Sub-Committee**.

- The first meeting was March 9, 2016; nine offices were represented.
- On March 14, 2016, the Charter was approved.
- A demonstration of IntelliTime software will be given to the Sub-Committee on March 16, 2016.

### PCI Sub-Committee:

**Donna Russell** announced that Visa will require all Level 4 merchants in the US to validate PCI DSS compliance annually starting January 31, 2017.

- Effective March 31, 2016, acquirers must communicate to all Level 4 merchants that beginning January 31, 2017 they must use only PCI-certified Qualified Integrators and Reseller (QIR) professionals for point-of-sale (POS) application and terminal installation and integration.
- After January 31, 2017, acquirers must ensure that Level 4 merchants using third parties for POS application and terminal installation and integration engage only PCI QIR professionals.
- After January 31, 2017, acquirers must ensure Level 4 merchants annually validate PCI DSS compliance or participate in the Technology Innovation Program (TIP).

## Old business:

### CIP Updates

**Jeff Yallope** delivered a project summary of the Microsoft SCCM 2007 Replacement project.

- Approval was granted June 2015 to replace SCCM 2007 with Dell KACE VK1000 and VK2000.
- The KACE products exceeded predefined functional expectations in several aspects.

- The virtual appliances provide additional tools that enable Customer Support to be even more proactive in maintaining driver software and firmware updates.
- The total cost for this project was \$187,000.00.

## New Business:

**Shawn McClure** advised the Committee that SCG ITS Security Office will be conducting Phishing campaigns in County offices whose computers are not hosted by ITS.

- The office's IT Manager will be notified one week in advance of the phish with a sample of the email to be sent.
- Without warning, the employee will receive the phish.
- According to the policy, the suspicious email should be immediately forwarded to the ITS Service Desk and deleted.
- Neither the employee nor their manager will be contacted. The detailed results will be distributed to the office's IT Manager.

**Tony Kizer** spoke about the County's paper archive problem.

- The County is running out of storage space to house records that must be retained.
- To remain in compliance with Public Records Retention policies, new policies should be created that allow records to be maintained electronically or digitally.
- Electronically or digitally formatted records are easy to retrieve and distribute and are maintained for relatively short periods of time.
- Microfilmed documents are reliably preserved, not retrieved often and retained either permanently or for long periods of time.
- Both forms of preservation offer the advantages of space savings, security, speed and convenience of retrieval.
- All documents scheduled for Records Disposal deemed permanent in nature are to be transferred to microfilm.
- Documents not permanent in nature will be maintained as electronic or digitally formatted documents and disposed of in accordance with the Records Retention Schedule.
- To view the Retention Schedule for County Mayor Records-See University of Tennessee-County Technical Assistance Service-Institute for Public Service at <http://eli.ctas.tennessee.edu/reference/county-mayor-records>

- Motion was made by **Richard DeSaussure** to form a subcommittee to research technology and training to develop a better system. **Donna Russell** seconded. Motion passed for the Enterprise Content Management Subcommittee.

**John Halbert** arranged a presentation by an InfoTech Research Group representative regarding Business Intelligence.

- Business and IT decision makers need to maintain a clear distinction between true BI and gratuitous data. InfoTech provides that delineation by addressing the following key areas:
  - A working definition of BI – what it is and what it is not.
  - A summary of common BI tool types, with examples.
  - Key considerations prior to adoption.
  - Recommendations for high-level BI planning.
- IT and business leaders can leverage this information to develop a solid grasp of BI and ensure the initiative does not stray too far from the core principles.
- InfoTech will provide the know how to properly store and organize data so that it is safe, structured, and can be efficiently accessed.
- InfoTech defines a data warehouse as a dedicated software and hardware platform for integrating enterprise data from multiple sources. It uses scheduled routines for pulling data from transactional systems and for cleansing data.

### Next Meeting:

**Tuesday, April 19, 2016 at 10:00 a.m.**  
**160 N Main Second floor**  
**Conference room**

### Meeting was adjourned:

Motion was made by **Dale Lane** and seconded by **Martha Lott** to adjourn at 11:19 a.m. Motion carried.