

# MINUTES IT STEERING COMMITTEE

Meeting: Tuesday, April 19, 2016

## Committee Members Present:

### Voting Members:

<b>Debra Gates, Chairperson</b>	<b>Danny Kail</b>	<b>Tom Needham</b>
<b>W. Aaron Hall, Secretary</b>	<b>Dale Lane</b>	<b>Donna Russell</b>
<b>Gwendolyn Cranshaw</b>	<b>Steve Leech</b>	<b>Scott Sharpe</b>
<b>Travis Green</b>	<b>Martha Lott</b>	<b>Mike Swift</b>
<b>Alisa Haushalter</b>	<b>Derrick Mink</b>	<b>Joy Touliatos</b>

### Others Present:

<b>Herman Boyd</b>	<b>John Halbert</b> (nonvoting member)	<b>Steve Solaas</b>
<b>Adrienne Evans</b>	<b>Tony Kizer</b>	<b>Rick Stieg</b>
<b>Barry Ford</b>	<b>Dini Malone</b>	<b>Lee Wessels</b>
<b>Eddie Gentry</b>	<b>Ed Raper</b>	<b>Joe Young</b>

## Call to Order:

**Debra Gates, Chairman**, called the meeting to order at 10:01 am

## Approval of Minutes:

Motion was made by **Mike Swift** and seconded by **Donna Russell** to approve the Minutes from the March 15, 2016 meeting.

Motion Approved.

## Sub-Committee Reports:

Enterprise Content management Sub-Committee:

**Tony Kizer** reported that the ECMS had their first meeting on April 14<sup>th</sup>.

- The sub-committee is charged with determining the best solution for retaining private, as well as, public records.
- Legislation will be referenced to make sure new policies are in compliance with State and Federal laws and regulations.
- The sub-committee is comprised of:

<b>Tony Kizer, chair</b>	<b>Richard DeSaussure</b>	<b>Tom Needham</b>
<b>Vincent Clark</b>	<b>John Halbert</b>	<b>Joy Touliatos</b>
<b>Laviette Crutchfield</b>	<b>Jason Hamm</b>	

### TIME & ATTENDANCE Sub-Committee:

**Aaron Hall** announced that the revised attendance policy has been approved by the UPPC and the County Commission and is now the new attendance policy for Shelby County Government.

- Mr. Hall will notify the Committee of the date the policy is effective and is available on the County's intranet.

### Old business:

#### CIP Updates

**Joe Young** delivered a project summary of the ESM Voter Registration System Replacement project.

- Replacing the Voter Registration System software was first presented to the IT Steering Committee in June of 2015.
- The software was over ten years old and no longer had vendor or maintenance support.
- The last phase of replacement will be completed by the end of this year.
- The estimated total cost for this project is one million dollars.

### New Business:

**Eddie Gentry** presented a contract extension with IntelliTime Systems Corporation.

- Initially, it was believed that the project would have been completed by June 2015.
- Now that there is an approved Time and Attendance policy, implementation of the remaining County departments should be much smoother.
- The extension is proposed for a period of six months.
- A new timeline will be available after project is approved.
- Total budget for extension is \$225,000.00.

Motion	Court Case Management System	Offender Management System	Info Hub Architecture
	Public Defender Case Management System		System Integration

was made to approve the request for additional funding by **Mike Swift** and seconded by **Gwen Cranshaw**.

Motion carried.

**Rick Stieg** explained the need to renew the licensing and maintenance for County-wide GIS Software Application.

- ITS consolidated all County office's ESRI GIS Licenses in FY14 to centralize software onto the GIS Server and to cut cost.
- The new term will begin July 1, 2016 and end June 30, 2017.
- The \$85,016.81 necessary for this project will come from the County O & M budget.

Motion to approve this project was made by **Dale Lane** and seconded by **Derrick Mink**. Motion approved.

**Steve Solaas** recommended upgrading the existing Trend Micro antivirus and Email Protection software.

- Increased compliance requirements and an increase in data threat vectors result in a need to expand the County's current data protection tools.
- This upgrade will add several security components that enhance the County's defenses and ability to meet new compliance requirements.
- Included, at no additional cost, is 1,000 licenses to Trend Micro Internet Security, which will be offered to County employees who utilize VPN to connect their personal PC to their County work PC.
- Project should be completed near the end of 2016.
- Contract has a span of three years and will not exceed \$158,543.70.

Motion for upgrade was made by **Derrick Mink** and seconded by **Mike Swift**. Motion passed.

**Ed Raper** submitted a presentation regarding iCJIS, Integrated Criminal Justice Information System.

- The existing Court, Jail and Inmate Management Systems all need to be replaced with an experienced System Integrator to develop NIEM (National Information Exchange Model) compliant data exchanges and design and develop an info hub portal.
- Five iCJIS projects depend on each other for the interfaces to work and for system users to experience the benefits of the new applications.

- The total cost for this project is \$515,858.00, which will be taken from the planned ITS FY16 CIP budget from other projects that will not be purchased this fiscal year.

Motion was made by **Martha Lott** to approve this project and seconded by **Tom Needham** . Motion approved.

**Dale Lane** informed the Committee that the Emergency Operations Center will install nine 55” screens.

- The screens were purchased using a grant from Homeland Security.

**John Halbert** discussed the Private Sector Member position of the IT Steering Committee.

- John Simpson, who attended meetings in January and February, has decided to decline the Private Sector Membership.
- The next candidate is Mr. Kenneth Burnett. Mr. Burnett is a Solutions Architect with St. Jude Children’s Research Hospital.

## Discussion Items:

**Donna Russell** suggested forming a Countywide E-payments Sub-Committee.

- Having a standardized policy could save the County money.
- The audit requirements could be pushed toward the provider (BIS).
- County offices, that do not accept credit card payments, do not have to be active with sub-committee.
- No volunteers came forth to chair the sub-committee.

**Steve Leech** asked for clarification as to who could vote in the stead of the Chief Administrator.

- The decision was made to add Sheriff CIO as an alternate voting member for the Sheriff’s Department.

Motion was made by **Danny Kail** and seconded by **Dale Lane** .  
Motion carried.

Next Meeting:

**Tuesday, May 17, 2016 at 10:00 a.m.**  
**160 N Main Second floor**  
**Conference room**

Meeting was adjourned:

Motion was made by **Martha Lott** and seconded by **Tom Needham** to adjourn at 11:25 a.m. Motion carried.