

MINUTES

IT STEERING COMMITTEE

Meeting: Tuesday, May 17, 2016

Committee Members Present:

Voting Members:

Debra Gates, Chairperson	Alisha Haushalter	Arpit Shah
Van Sturdivant, Vice-Chair	Dale Lane	Scott Sharpe
W. Aaron Hall, Secretary	Martha Lott	Mike Swift
Gwendolyn Cranshaw	Derrick Mink	Joy Touliatos
Gordon Crisp	Tom Needham	
Richard DeSaussure	Donna Russell	

Others Present:

David Barber	Terry Parker
Herman Boyd	Mary Lynn Seale
Eddie Gentry	Lee Wessels
John Halbert (nonvoting member)	Jeff Yallope

Call to Order:

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

Approval of Minutes:

Motion was made by **Dale Lane** and seconded by **Derrick Mink** to approve the Minutes from the April 19, 2016 meeting.

Motion Approved.

Sub-committee Reports:

Courtroom Technology Sub-committee:

Joy Toulitos will report the progress of the sub-committee at the next meeting.

Jeff Yallope invited all who are interested to attend a demonstration by Avaya. The demonstration will show how Video Conference Solution could be useful for various courtroom procedures. The demonstration is Monday, May 23rd in the 10th Floor Conference room. Those interested should contact Mr. Yallope by email.

PCI Sub-Committee:

Donna Russell reported on the recent requirement for section 9.9 of the PCI DSS Requirements.

- Merchants must inspect, inventory and document card reader devices for tampering or even substitution.
- The DSS Standards provide specific training to be aware of issues.
- PCI Sub-committee is considering a RFP/RFQ for a vendor.
- All offices that currently use or anticipate using credit cards are encouraged to send a representative to the PCI Sub-committee meetings.

Old business:

CIP Updates

Lee Wessels advised the Committee that project 201871 is closed with no money remaining. This project was software for e-filing, collections etc.

Time and Attendance System

Eddie Gentry advised the Committee that the IntelliTime contract extension is going before the County Commission May 18th for approval.

- A training schedule for various roles is being developed.
- The mobile app is in the works.
- By the first pay period in December, all Shelby County Government offices will be "live" on IntelliTime.

New Business:

Mary Lynn Seale requested renewal of the annual maintenance contract with Accela.

- Accela is the sole source provider for Permits Plus software.
- Permits Plus software contains all information vital to the Code Enforcement permits, revenue, inspector scheduling, contractor licensing. These functions are fundamental to the day to day operation of Code Enforcement.
- The term of the contract begins July 1, 2016 and ends June 30, 2017.
- The total cost is \$68,002.00

Motion was made to approve the request for renewing the contract by **Martha Lott** and seconded by **Dale Lane**.

Motion carried.

Van Sturdivant requested approval of the annual contract with Xerox Government Systems.

- Xerox will provide up to 480 hours of Remote Database Administration support services during the period of July 1, 2016 and June 30, 2017.
- This service is a shared expense of Circuit Court and Chancery Court.
- This software is updated every year with no additional cost.
- The total cost \$60,000 with a maximum travel reimbursement not to exceed \$5000.

Motion to approve was made by **Joy Touliafos** and seconded by **Dale Lane**. **Motion approved.**

Joy Touliafos informed the Committee her office uses Computer Consultant rather than ITS.

- ITS cannot provide service for Juvenile Court for less than she is paying now.
- After speaking with John Halbert, plans are to eventually move toward ITS.
- Estimate of cost is \$150,000.
- Project should be approved before June 30th
- May require electronic vote

Discussion Items:

John Halbert discussed Regional Geographic Information System summary and recommendations.

- Set up under the County Commission to establish geographic information systems data.
- In addition to the Shelby County Mayor, members are comprised of both public and private sectors individuals.
- ReGIS incorporates as a separate non-profit legal entity.
- Next steps include resolution to approve: Charter; Articles of Incorporation; Bylaws; rescinding prior resolutions establishing the ReGIS Governing Board.

John Halbert announced the County's website will be redesigned.

- The template will come from Civic Plus.
- The new website will be mobile compatible.

- Tentative target date is 3-4 months.
- Email favorite website, with details, to John Halbert
- No volunteers came forth for a sub-committee.

Meeting was adjourned:

Motion was made by **Mike Swift** and seconded by **Dale Lane** to adjourn at 10:42 a.m.

Motion carried.

Next Meeting:

Tuesday, June 21, 2016 at 10:00 a.m.
160 N Main Second floor
Conference room