

# MINUTES

## IT STEERING COMMITTEE

Meeting: Tuesday, September 20, 2016

### Committee Members Present:

#### Voting Members:

<b>Van Sturdivant, Vice Chair</b>	<b>Travis Green</b>	<b>Martha Lott</b>
<b>W. Aaron Hall, Secretary</b>	<b>William Gupton Jr.</b>	<b>Derrick Mink</b>
<b>Gwendolyn Cranshaw</b>	<b>Gary Harshman</b>	<b>Linda Phillips</b>
<b>Gordon Crisp</b>	<b>Harvey Henderson</b>	<b>Donna Russell</b>
<b>Wink Downen</b>	<b>Danny Kail</b>	<b>Pam Skelton</b>
<b>Quran Folsom</b>	<b>Dale Lane</b>	<b>Mike Swift</b>

#### Others Present:

<b>Gortria Banks</b>	<b>Eddie Gentry</b>	<b>Marcy Ingram</b>
<b>Adrienne Evans</b>	<b>John Halbert</b> (nonvoting member)	<b>Marsha Logan</b>

### Call to Order:

**Van Sturdivant , Vice-Chairman**, called the meeting to order at 10:03 am

### Approval of Minutes:

Motion was made by **Dale Lane** and seconded by **Travis Green** to approve the minutes from the August 16, 2016 meeting.

**Motion approved.**

### Subcommittee Reports:

#### Enterprise Content Management Subcommittee:

**John Halbert** announced that the workshop was very productive.

- The results of the survey were collected and developed into data for the workshop.

## PCI Compliance Subcommittee:

**Donna Russell** reported on the responses to the RFP for PCI DSS QSA Professional Services.

- Two vendors are being considered.
- One vendor has an expired Shelby County EOC number.
- If that situation is not resolved, the subcommittee may opt for the second vendor.

## Old Business:

### Executive Subcommittee:

**Aaron Hall** suggested the changes made by the Executive Committee regarding subcommittees, Bylaws, and Guideline 001 become official.

- The changes are included in the minutes of the August 16<sup>th</sup> meeting.

Motion to approve the changes was made by **Donna Russell** and seconded by **Derrick Mink**.

**Motion carried.**

## New business:

**Adrienne Evans** presented a contract between General Sessions Court and Xerox Government Systems.

- General Sessions Civil Court has upgraded the case Management system to 6.0. To maintain the system, maintenance and support services are needed for baseline components and systems enhancements.
- The \$105,880.00 needed is available in the FY17 General Sessions Court Clerk Data Processing budget fund 084-704101-6465.
- The contract will commence upon execution and continue through June 30, 2017 with the option to renew for three additional one year periods.

Motion to approve the contract was made by **Gwendolyn Cranshaw** and seconded by **Martha Lott**.

**Motion approved.**

**Aaron Hall** recommended making another change to the Bylaws.

### Original

The goal of this subcommittee is to provide guidance, share knowledge and resources to facilitate PCI compliance in Shelby County Government by **June 30, 2013**.

### Revised

The goal of this subcommittee is to provide guidance, share knowledge and resources to facilitate **and maintain** PCI compliance in Shelby County Government.

**Van Sturdivant** stated that due to several subcommittees merging, to form the Judicial Technological Subcommittee, someone would be needed to serve as chair.

- After a brief discussion, it was decided that **Richard DeSaussure** would chair the new subcommittee.

Motion to approve was made by **Danny Kail** and seconded by **Gordon Crisp** .

**Motion carried.**

### Discussion Items:

**Van Sturdivant** reminded the Committee to think about who should serve as chair, vice-chair and secretary for the upcoming year.

- According to the Bylaws, each elected officer can only serve a term of one calendar year in a four year period.

### Meeting was adjourned:

Motion to adjourn was made by **Gwendolyn Cranshaw** and seconded by **Derrick Mink** at 10:16 a.m.

**Motion approved.**

### Next Meeting:

**Tuesday, October 18, 2016 at 10:00 a.m.**  
**160 N. Main Second floor**  
**Conference room**