

MINUTES

IT STEERING COMMITTEE

Meeting: Tuesday, October 18, 2016

Committee Members Present:

Voting Members:

| | | |
|---------------------------------|-------------------------|----------------------|
| W. Aaron Hall, Secretary | Gary Harshman | Donna Russell |
| Gwendolyn Cranshaw | Alisa Haushalter | Scott Sharpe |
| Gordon Crisp | Martha Lott | Pam Skelton |
| Travis Green | Derrick Mink | Mike Swift |
| Richard DeSaussure | Tom Needham | Joy Touliatos |

Others Present:

| | | |
|--|------------------------------|-----------------------|
| John Halbert (nonvoting member) | Roger Henderson | Smita Sompalli |
| Patrina Chambers | Srividya Kalindine | Richard Stieg |
| Mike Dunavant | Tony Kizer | Carlin Stuart |
| Jesse Gammel | Sylvie Le Bouthillier | Lee Wessels |
| Eddie Gentry | Mike Lewis | Jeff Yallope |
| Kim Hackney | Alexandra Pappas | |

Call to Order:

Aaron Hall , Secretary , called the meeting to order at 10:03 am

Approval of Minutes:

Motion was made by **Mike Swift** and seconded by **Gwendolyn Cranshaw** to approve the minutes from the September 20, 2016 meeting.

Motion approved.

Subcommittee Reports:

PCI Compliance Subcommittee:

Donna Russell gave an update on PCI DSS QSA Professional Services.

- One vendor has been eliminated.
- The remaining bidder, CBIZ, will be awarded the contract.

Judicial Technological Subcommittee:

Richard DeSaussure discussed the upcoming events of Criminal Court.

- At 5:00 pm on November 1, the “system” will be switched to a view only mode.
- On November 7, the new system will go live.
- A hypothetical person will be created and put through the booking process from beginning to end.
- The objective is to make sure the new system works without any errors.

Old Business:

Aaron Hall advised the Committee that the change to the Bylaws, which was read into the minutes at the September meeting, needed a vote to become official.

Motion to approve the changes was made by **Richard DeSaussure** and seconded by **Gary Harshman**.

Motion carried.

Aaron Hall encouraged the members to come forward with nominees for Chair, Vice-chair and Secretary for next year.

New business:

Tony Kizer shared a few details of the Enterprise Content Management Workshop with the committee.

- The four day workshop was very detailed and informative.
- The attendees left with a favorable impression of working in an environment with very little, if any, paper content.

John Halbert enlightened the committee with a presentation on the benefits of paper reduction.

- 20% - 30% of employees' time is used looking for work related paper documents.
- Most paper documents tend to be overly manual.
- It costs approximately \$25,000 to fill one file cabinet with paper.
- Alternatively, electronic dashboards can be created for employees, which would show daily and upcoming tasks, as well as any necessary forms.

- This would help to avoid overlapping and redundancy.
- Paper would be eliminated through attrition.
- The next step is to create a budget for projects, such as back scanning.

Smita Sompalli submitted information regarding the OnBase Software project.

- Shelby County's enterprise document and digital archive system, Hyland OnBase, was purchased by ITS to minimize paper and widen distribution of data, while reducing overall cost.
- OnBase software, which is used by various departments of County Government, requires maintenance and related support services, including upgrades and enhancements to the software.
- To renew the maintenance and licensing support, \$90,860.00 will be taken from the County O & M budget.
- After the contract has been finalized, an electronic vote will be requested.

Rick Stieg submitted information regarding the Atlantic Group project.

- Atlantic is a Tennessee Valley-based, full-service geospatial firm qualified to provide digital orthophotography, LiDAR, and planimetric features identified in the RFP to Shelby County and the ReGIS user community.
- The cost proposal submitted by Atlantic totaled \$989,326.56.
- The term of the contract will commence upon execution of the contract through June 30th, 2019, with the option to renew for three additional one year periods.
- Upon approval of the contract, an electronic vote may be requested.

Patrina Chambers presented a contract for the University of Memphis, Center for Applied Earth Sciences and Engineering Research for Geographic Information Systems services.

- The Shelby County Office of Preparedness has a need for GIS services including performance of data updates. Maintenance of GIS database and web portal application, and support in managing software upgrades and compatibility of GIS architecture on a limited basis.
- The University of Memphis is considered a single source provider.
- The term of the contract is July 1, 2016 through April 30, 2018.
- The \$59, 408.00 needed for the contract will come from the FY2017 operating budget.

Motion to approve the contract was made by **Martha Lott** and seconded by **Joy Touliatos**

Motion approved.

John Halbert was announced as the new Project Manager of the Time and Attendance Project.

- The initial assumption was that it would take three years to get IntelliTime to all the departments of Shelby County Government.
- Everything was squeezed into one year and a half.
- The priority right now is the Sheriff's office.

Meeting was adjourned:

Motion to adjourn was made by **Martha Lott** and seconded by **Mike Swift** at 10:57 a.m.

Motion carries.

Next Meeting:

Tuesday, November 15, 2016 at 10:00 a.m.
160 N. Main Second floor
Conference room