

**Douglas Omaha Technology Commission
Board of Directors Meeting Minutes
March 26, 2009, 3:30 p.m. Jesse Lowe**

PRESENT: Chair Brian Young
Don Thorson
Chief Deputy Marty Bilek
DOT.Comm CIO Duffy Boyle
Commissioner Mary Ann Borgeson
Verlyn Kroon
Angelo Privetera

ABSENT: Councilman Dan Welch

Approval of Minutes: Review and approval of minutes for February 26, 2009.

(Motioned by Privetera, Seconded by Kroon, Motion passed unanimously.)

Boyle introduced Deb Swierczek as his temporary Administrative Assistant helping Denise Austin with Board minutes. Austin will still have accountability until the position of Administrative Assistant is filled and the person who fills the position will take over administrative responsibilities at that time.

Boyle brought to the attention of the Board the layout of Jesse Lowe Conference Room. If the Board agrees, this will be the location and room setup for every Board meeting in the future. The Board agreed.

Old Business

Boyle gave a PowerPoint presentation to the Board (see attached).

Boyle reported to the Board that he and Mather had discussions with the State regarding the use of their facilities for the mainframe. There are number of other items that are important that need to get resolved before we could have a disaster recovery site in place; such as tape backups. Currently, we are very dependent on tape mounts. We are putting a plan together that will outline what we need, including additional hardware and software. Boyle will have a ballpark cost estimate when we go into the budget process and will go into more detail with the Technology and Planning Committee. He noted it is highly unlikely that we will have a working disaster recovery site in place this year due to the amount of work needed.

Boyle advised that he is evaluating the results of network security assessments that were done and will give another update at the next Technology and Planning Committee meeting. He is also working on another security audit against the internet and who has rights internally. We are also looking at our wireless networks around town to make sure they cannot be penetrated.

Young asked if there were any questions for Boyle regarding old business. There were none.

New Business

Boyle's team has been looking at other options for less expensive back-up solutions. Currently, we are checking references on a number of different companies and proposals. The goal is to have an update for the Board next month.

Douglas Omaha Technology Commission
Board of Directors Meeting Minutes
March 26, 2009, 3:30 p.m. Jesse Lowe

The crime scene application has been up and running since March 11, 2009. It was down for several days and our team gave it their full attention to get it restored. By the end of the month, a new server will be implemented to protect this from happening in the future.

Boyle asked for Board's approval to require the following criteria be met before he signs a contract:

1. Initial and ongoing costs are outlined.
2. Timeline requirements are agreed upon by DOT.Comm and the User Department.
3. The requirements being considered are agreed upon by all parties involved.
4. DOT.Comm has agreed the technology solution will integrate with our existing network.
5. Signatures from Project Sponsor, Finance Department, and DOT.Comm people involved in project.

New first time contracts have already been reviewed by legal before Boyle signs them.

Boyle currently signs some contracts for purchasing items that is being paid for out of someone else's budget.

According to the Interlocal Agreement, it is interpreted to read that everything needs to go through the Board for approval. Boyle asked the Board for authority to approve some items himself that are non-HR related.

Kroon commented that the ones that are most sensitive like HR Policies and those that affect the whole enterprise of City and County and client phasing are required to be approved by the Board. Operations are not necessary to go through the Board.

Boyle will continue to bring things to the Board for approval until they state what they need and want to approve. Will work on the framework and propose to the Nominating and Governance Committee.

Boyle presented an update on Finance. He indicated we have used our credit line considerably more this month. We are looking at smoothing contracts out so they don't come due at the same time annually.

The budget is moving quickly with a deadline to get it in front of the County by the 10th of April and the City a week later. We might need to have a special meeting to discuss. Young suggested have the Board look at the Budget to approve ahead of time. Boyle said he would be ready by Tuesday, April 7, 2009. Ulven noted the formatting will be the same as the monthly format. The budget will show items that we need to run the business and items that are "add-on" items which will be broken down. Assumptions will also be available.

Boyle indicated DOT.Comm has been told to plan on flat revenue and that will add a lot of challenges.

Young mentioned last Board meeting a WAN Resolution was approved, and asked for an update. Svevad reported there was a kickoff meeting held and path surveys were done, as well as site surveys. The network design will be started in the next few weeks.

**Douglas Omaha Technology Commission
Board of Directors Meeting Minutes
March 26, 2009, 3:30 p.m. Jesse Lowe**

Kroon asked if a project charter and a work breakdown structure will be available for the Technology and Planning Committee to look at. Svevad stated they are available. She is working with the project manager and they are currently making revisions.

Resolutions

Organization
Case Management System

Organization

Organizational structure describes several senior level positions requiring approval. Boyle gave an overview of the positions. He would like to move forward with an organization that focuses on the following key areas:

<u>Position Area</u>	<u>Postings</u>
Client Management	Internally
Infrastructure	Internally and Externally
Applications	Internally
Security and Governance	Internally
Finance and HR	Not Posted

Once approved, Boyle will immediately recruit for these positions with the exception of the Finance and HR position, which is Chris Ulven's current position. Once filled, Boyle will have those people finalize how the rest of the organization fits. Draft job descriptions are in the Board packets.

As stated in the Resolution, there are two positions that are being eliminated once these positions are filled. The people currently in those positions will have opportunities to apply for the new positions. If they are not chosen to fill the new positions, Boyle will give them appropriate notice. Deadline to fill the positions and have people in place is May 15, 2009.

(Moted by Kroon, Seconded by Borgeson, Motion passed unanimously.)

Case Management System

Svevad reported that the County Attorney and City Prosecutor have been working on this for several years. They made the decision to select Software Unlimited which will also be used by the State. The State has given monies to the County to go towards the licensing of the product. The County Attorney has 85 users and the City Prosecutor has 25 users. The contract has been reviewed by City and County legal, and the finance departments have both given their approval. Svevad noted the County is very anxious to move forward on this.

Bilek asked if the Public Defender uses a completely different product. Svevad confirmed that they purchased a product three years ago, and it would be unlikely that they all would use the same product.

The 10% increase in maintenance costs is included in the budgeted amount.

(Moted by Borgeson, Seconded by Kroon, Motion passed unanimously.)

Young asked the audience if they wished to ask a question or make any comments. There were none.

The next meeting is scheduled for April 30, 2009.

Adjourned at 4:28 p.m.

(Motioned by Kroon, Seconded by Privetera, Motion passed unanimously.)