

**Douglas Omaha Technology Commission
Board of Directors Meeting Minutes
April 30, 2009, 3:30 p.m. Legislative Chambers**

PRESENT: Chair Brian Young
Catherine Leo
Chief Deputy Marty Bilek
Councilman Dan Welch
Commissioner Mary Ann Borgeson
Verlyn Kroon
Angelo Privetera
DOT.Comm CIO Duffy Boyle

Young reminded all that a copy of the rules of the Open Meetings Act as amended by LB898 is provided in a binder on the west wall of the room.

Young welcomed Catherine Leo to the Board who was appointed by Mayor Fahey.

Approval of Minutes: Review and approval of minutes dated March 26, 2009.
(Motioned by Bilek, Seconded by Borgeson, Motion passed unanimously.)

Old Business

Boyle opened the floor to questions regarding the Outage Notification Summary 2009 report provided in the Board Packets. There were none.

Boyle stated there were no changes in March to the HR Demographics Report.

In the last quarterly meeting it was mentioned that Boyle wanted to start looking at different performance measurements than DOT.Comm has done in the past. Included in the Board Packets are samplings of measurements regarding projects DOT.Comm has done. These reports show findings regarding work outstanding, as well as, current customers. This information will help us manage our customers and costs.

Borgeson asked if there was any overlap between the Projects Deployed/Closed 2009 YTD and the Active Projects by Customer reports. Boyle explained the differences and confirmed there were no overlapping projects.

Boyle's main focus regarding Disaster Recovery is the mainframe. Boyle talked to the Technology Committee about where DOT.Comm is headed. Boyle's team is putting a plan together on how this will move forward and will have more details for the next Technology and Planning meeting.

Boyle reported results from Solutionary on the Network Vulnerability Assessment. Most of the vulnerabilities were in the "Low" and "Medium" categories and do not impact sensitive data. Boyle's team is taking the steps to resolve them. Part of DOT.Comm's plan is to get newer servers and software which will solve these items. All of the "Urgent" and "Critical" items have been taken care of. A follow-up scan is scheduled this week and two more throughout the year. An internal assessment will be ready by next Friday.

Young asked if there is critical data on individual notebook computers. Boyle responded that it is possible since there is nothing to protect against it. DOT.Comm's number one priority is that non-employees do not get access to data.

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Borgeson confirmed that the current threats will be taken care of and the follow-ups are scheduled one each in the third and fourth quarters.

Bilek asked what the % of mainframe applications are criminal justice applications. Maher will get back with Bilek with that information.

Executive Report

Boyle summarized items from his Executive Report for the Board.

Organization should be completed by June 30th.

Boyle's team has reviewed all of the contracts in place, put together a plan to make a few changes and is in the process of implementing the plan.

Boyle worked with Costis on the Vision and is currently putting ideas together and will present it to the Governance Committee by May 15, 2009.

The User Committee is looking at recommendations as to what SLA's are the most important. It was agreed to start with those and go from there.

Boyle reported starting May 1, 2009, his team will generate two trial billings, one for the City Finance and one for the County Clerk. They are working together with Steve and Carol and will track by application and by customer.

Boyle has a draft list of some Interlocal recommendations. Young commented to the Board that the Interlocal Agreement is extremely important and when they receive the draft from Boyle, the Board will discuss it to chart their direction.

Boyle sent out notification to the Board of the new Organization which becomes effective May 4, 2009. The Director of Infrastructure is still open. Boyle has an informal offer out to a candidate. If the candidate is willing to take the position, Boyle will be able to move forward and have him in place in 30 days. If not, Boyle has other candidates in mind.

The next step in the organization is to bring in a consultant that will work with Boyle's team 15 hours a week to help set standards and key performance indicators, as well as, focusing on teamwork, customer service and performance.

Financial Reports

Boyle refers to the financial reports included in the Board's packets. Revenue and expenses are approximately \$100K. Variance reporting is being implemented. All line items that have significant bearing will have an estimate as to where they will be at the end of the year.

Boyle turned the floor over to the Chair for Committee updates.

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Committee Updates

Young stated that the Committee reports are filed in the book.

Young reported that the Nominating and Governance Committee reviewed the CIO performance goals and will be making recommendations. Certain changes will be needed.

Young asked Committee Chairs for any updates, specifically the User Committee. There were no updates. Boyle made a note to have someone here from the User Committee at the next quarterly Board meeting to present an update in accordance with the Bylaws.

Resolutions

Tuition Reimbursement Policy
Enterprise Backup Solution

Tuition Reimbursement Policy

This Resolution is for proposed changes made to the Tuition Reimbursement Policy. Boyle itemized the changes made to the Board as shown in packets. These changes have been communicated to the staff. Policy was changed to be more specific as to what classes qualify as reimbursable. Percentages of reimbursement based on grades were included. Maximum reimbursement amount is now \$1,000 per year. Boyle asked if there were any questions. There were none.

(Motioned by Welch, Seconded by Bilek, Motion passed unanimously.)

Enterprise Backup Solution

Boyle reports that this resolution is to give him, the CIO, the authority to sign for the Enterprise Backup once all the paperwork is ready. Price has been agreed upon. The details of the solution have been discussed in the Technology and Planning meeting. Our recommendation is that we go ahead with EMC/Avamar solution.

(Motioned by Borgeson, Seconded by Bilek, Motion passed unanimously)

Kroon asked about the price in the Resolution not showing in the supporting documentation. Svevad reported that the price in the Resolution includes finance charges.

New Business

Young commented that thanks to the Nominating and Governance Committee, a new Committee structure is effective immediately. One Chair is open on the Nominating and Governance Committee as Councilman Welch is leaving.

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Boyle suggested formalizing the Audit Committee or having the committee meet prior to the Board meeting. Young agreed and will send recommendations around. Kroon added that it might be an even broader area, like Risk Management.

Boyle reported a \$455K recommended increase from 2009 to 2010. Majority of increase is for salary increases and benefits. Discussions were held regarding the budget.

Communications Report

Young asked if there were any comments or questions regarding the Communications Report. There were none.

Young publicly thanked Councilman Welch for his service and tremendous support of DOT.Comm, as well as the citizens of Douglas County. Welch has been a great asset and we appreciate everything he has done.

Young asked the public if there are any questions before going into Executive Session. There were none.

The next meeting is scheduled for June 25, 2009.

Motion to move to Executive Session for the purpose of discussing personnel and legal issues in conformance with Nebraska Rev. Stat. 84-1410(d) at 4:15 pm.
(Motioned by Bilek, Seconded by Borgeson, Motion passed unanimously.)

Adjourned at 4:37pm.
(Motioned by Bilek, Seconded by Borgeson, Motion passed unanimously.)