

**DOTCOMM
OVERSIGHT COMMITTEE MEETING
Wednesday, February 20, 2019
2:30 p.m.**

PRESENT: Eliza Butler (City)
Tim Brooks (Citizen Member)
David Fanslau (City)
John Friend (County)
Tim Kelso (County)
Joe Lorenz (County)
Stephen Curtiss (City)

OTHERS: Bernard in den Bosch (Legal)
Dianne Wallace (County IT Coord.)

DOTCOMM: Greg Andersen
Vijay Badal
Jeanette Butzin
Derek Kruse
Bob Nord
Julie Stangl
Tracy Svevad
Brad Toland

Chair John Friend called the meeting to order at 2:32 p.m. He advised that the rules of the Open Meetings Act were located in a folder on the north wall of Jesse Lowe Conference Room.

Approval of Minutes:

- Friend called for a motion to approve the minutes of the December 19, 2018 Oversight meeting. Hearing no comments or corrections, a motion was made by Lorenz and seconded by Kelso to approve the minutes as distributed. Unanimously approved.

Standing Business:

- IT Service Management - Julie Stangl reviewed the DOTComm breakdown of hours (by type) through January, 2019. The DOTComm

split of direct support hours through January was 46% City and 54% County. Stangl reported that the 2020 Cost Model project is on track. All department requests have been reviewed with the final step being the 2020 Budget approval in June.

- Projects - Tracy Svevad gave the Project update through January, 2019. Bucket hours are 671 for the City, 1,240 for the County and 573 Shared buckets hours.. She reviewed the Projects Summary through January and the high level projects of Shortel VoIP, Web Migration, and Salesforce. She reported that Self-Service Procurement was launched in January. There are 6 project requests in queue and 2 waiting to be estimated.
- CIP Update - Brad Toland updated on the 2018 Capital Request status to date. He reported that the Backup Replacement project hardware is installed and 60% of the environment is migrated to the new platform. The Splunk Cloud environment is built and are configuring platforms, systems and tools to push logs into the new environment. Network Switches are approximately 70% complete with an estimated start of April 2019. He then reviewed the 2019 Capital Request. There are four components of this request. Network Load Balancers for \$80,000, Wireless Controller Maintenance for \$46,000, Enhancements to the reporting environment for \$200,000 and Java Upgrade for \$200,000. The total 2019 Capital Request is for \$526,000. Friend called for a motion to approve the 2019 Capital Improvement Plan of \$526,000. Lorenz moved for approval, seconded by Curtiss. Motion approved.
- Operations Update - Bob Nord reviewed the standard statistical slides on Outages, Customer Satisfaction Surveys and SLA by Incidents by Service Requests through January, 2019.
- IT Security - Greg Andersen gave the Security Project February Report. He began by reporting on four new initiatives; Okta Phase 2, Enterprise Training Solution, Security Monitoring Enhancements and Cybersecurity Email. He then gave an update on current projects; Identity and Access Management, Mobile Security Enhancements, Splunk Log Monitoring and Enterprise Training tool. He distributed the 2020 Security Projects Vision plan and reviewed the Metrics/Scorecard to date.
- Financials - Svevad reported that due to year-end closing and audit, the Income Statement is not available and will be provided next month. She reviewed the standard Income Dedicated for Capital report, Outstanding Receivables as of February 13th and Cash Projections.
- Organizational Update - Derek Kruse reported that we had two departures this month; Jason Haines and Myron Klipfel.

New Business: None

Public Comment: None

Next Meeting:

- The next regular meeting of the DOTComm Oversight Committee is scheduled for April 17, 2019 at 2:30 in Jesse Lowe. There is no scheduled meeting during the month of March.

Adjournment:

- With no further business to discuss, Friend asked for a motion to adjourn. Brooks so moved, seconded by Kelso. Meeting adjourned at 3:00 p.m.

Submitted By:
Jeanette Butzin
Executive Secretary
DOTComm