



TECHNOLOGY ADVISORY COMMITTEE

Draft Minutes

Meeting of February 5, 2015

Present: Council Member Carl Chisem, Council Member Sandra Russo-Driska, Council Member Grady Faulkner, Marie Norwood, Eldon Bailey, Edward Finkle, Nelson Rivera, Tina Gomes, Michael Skott and Salvatore Micciulla.

Absent: Mike Gaudino.

Call to Order:

Carl Chisem called the meeting to order at 7:04pm in the Municipal Building room B19.

Approval of Minutes:

Council member Carl Chisem requested a motion to approve the minutes from the January 22nd meeting. Tina Gomes, made the motion to approve, Council member Sandra Russo-Driska seconded, approved unanimously.

Public Comments:

No one from the public was in attendance.

First order of Business:

Chairman Chisem noted that the last meeting was a little out of order with everyone's opinions and comments. Moving forward Roberts Rules of Order will be followed.

Eldon suggested that any documents that needed to be reviewed be sent electronically. The Chair did not have a problem with it and the rest of the committee agreed.

Old Business:

Review IT organizational chart

Eldon reviewed the organizational chart. He noted that the IT Department currently has a temporary part-time position which is not on the organizational chart. It is a 90 day temporary position and hopes to be able to fund a part-time position moving forward. The organizational chart is divided into two categories one side is the Network Engineer and the Support Technician and the other side is the Application Support Engineer and one consultant. The consultant does not have a job description because the position is not part of the IT Department. The consultant supports the Microsoft Access database programs currently in use at various City Departments.

Review Job Descriptions

There were many questions regarding the Software Engineer's job description and which title fits his current duties.

After a long discussion regarding the Software Engineer job description it was decided that Eldon would review the JDQ that was submitted and report back to the committee.

Eldon was asked if the vacant position is still fully funded and at some point it will be filled. There was a discussion regarding getting the Administrative Secretary full-time which would help but because of budget restraints it may not be possible.

Tina asked what the biggest need for the department is. Eldon explained that our biggest need is for helpdesk support. Ed suggested that Eldon run a report of the amount of help tickets to see where the need is. Eldon explained that the support tickets come to every employee in the IT Department which allows them to remotely log into to a computer and do the work.

Disaster Backup and Recovery (DBAR) Plan

Eldon has reached out to the City's existing vendor because the current support contract expires this June and there is an opportunity to expand the existing backup solution through off-site replication or go to the cloud solution. Eldon contacted Barracuda and they are interested and would like to compete with Uni Trends. Eldon indicated they he would either need two appliances; one on-site and one replicated off-site or one on-site with cloud replication. He is waiting on pricing before moving forward.

Ed Finkle asked if the BOE had a DBAR in place. Mike said they do and are planning on moving over to the Barracuda system now.

After a lengthy discussion regarding putting a DBAR in place Eldon suggested hiring a consultant who specializes in DBAR to get it up and running.

Tina asked Nelson if he got an answer on where the Police could store their data and the department is replicating the current data into a box and that data is being brought off-site. The data will be backed up on an hourly basis at this site.

New Business:

Eldon explained that the format for the agenda changed and he wanted the committee's approval for the new format. Sandra made a motion and it was approved.

Eldon also noted that the resolution that went through the Finance and Government Committee and then to the Common Council was pulled back so that the Technology Advisory Committee (TAC) could address it. The resolution is regarding the application that was made to connecting the City Hall to the CEN portion of the Nutmeg Network and the funding provided by OPM would cover the capital cost of connecting this building to the nearest node which is The Russell Library location. This will open up other possibilities to connect to other municipalities, get high speed internet at a discounted rate and other things. Application has already been made and Eldon will formally let them know which support node will be used and then the approval of the resolution and the funding will be available. Eldon asked that this be sent to the Common Council for adoption. Marie made the motion, Tina seconded and it was approved.

Items to be placed on the next agenda:

Review of ticket reports

Eldon to provide an overview of the JDQ's

List of DBAR consultants

Adjournment:

Council member Sandra Russo-Driska made a motion to adjourn. Maria Norwood seconded, approved unanimously at 8:52 p.m.