

## Technology Advisory Board (TAB) Meeting – 11/13/2017

**Present at meeting:** Kimberly Barnett, Brad Kendrick, Scott Baird, Phil Conder, Scott Carver, Adam Gardiner, Chris Otto, Carlton Christensen, Chris Stavros, Zach Posner

### **Minutes:**

#### **Approve Minutes from 10/26/17 – Adam Gardiner**

Moved – Carlton Christensen

Second – Scott Baird

#### **All Approve**

#### **Follow-Up Items:**

- **Working Groups – CIO Recommended Membership & Priorities (Discussion/Direction) – Zach**
  - Zach Posner: Go through where we are with working group. Formed 3 working group. 1, working on governance, 2. Portfolio project working group. 3. Solutions and Technology. Focus on membership and deliverables. Setting meetings and agendas.
  - Input things such as strategy. Want to keep them small as possible. Going to 8 members. 2 people to kick off and lead, 1 from IS and 1 from a business unit.
  - Governance: Trevor Hebditch and Phil Lanouette leading off efforts of those for Governance. Rob Sieber, Tyler Andrus for Solutions and Technology. Brad Kendrick and Tony Jolley for Portfolio.
  - Ginger playing coordinating role for all groups.
  - Broad spectrum of people and add people who add value. Solution technology folks who have technology background. People who have significant oversight on projects. Deep portfolio obligations in the County.
  - Give a sense of what we want to do moving forward.
  - Trevor Hebditch: Next level of details and work looked at those initial deliverables. Portfolio working group, what are the criteria. They worked through what a project means. Do you want to look at hardware or not?
  - Risk and impact value, come through with recommendation to TAB to consider criteria for project evaluation.
  - Solution working group: standards for hardware and technology being used in the County. Approved list. If you're using this we don't have to look at it.
  - Governance: What is a critical process? Any process used which County has obligations, or used in multiple agencies. Affecting multiple agencies considered in larger context. Also looking at high level process flow. Overall, how do these working groups work? What are the steps, do they go through Jerome? New technology? What is the flow? How does it come through TAB? A lot of steps. Who are the different people involved?

- All of those things need to be done before working group can evaluate technology. Working groups first look at and take to TAB for future recommendation.
  - Adam Gardiner: SRB sound a lot like technology working group. Do we need SRB?
  - Trevor Hebditch: Being replaced by these 3 working groups. Rather than having one body, Zach has decided to split into 3.
  - Adam Gardiner: This is great.
  - Zach Posner: SRB had too broad focus nothing was really focused. Wasn't clear to them what they were really supposed to be doing. Get real work done.
  - Trevor Hebditch: Meant to be working group, not doing theoretical stuff.
  - Adam Gardiner: Questions?
  - Bill Jeter: What is the plan for those in process? Will they move forward to TAB?
  - Zach Posner: Send to Jerome.
  - Jerome Battle: Will shepherd them to the right people.
  - Zach Posner: If you have pressing issues, let Jerome know so it's brought to attention
  - Adam Gardiner: Is SRB considered dissolved?
  - Ginger Watts: Yes.
- **Probable Cause Electronic Filing (Info)**
    - Zach Posner: Know nothing about it but the time is pushed. The state court system and have taken over, once deadline is set, it's on them.
    - Dave Sperry: Built out, it's a web form, no impact on us except for networking
    - Carlton Christensen: Is there any duplicate effort on what you have to collect?
    - Dave Sperry: There is.
    - Scott Carver: Dave is working on that.
    - Dave Sperry: Collect certain details; there is a little bit duplication. Only time if there is duplication is if someone hasn't been in our custody before. Once we have those things, duplication is reduced to only arrest details. Doesn't really impact.
    - Zach Posner: If it becomes a problem, we can revisit it.
    - Dave Sperry: They discussed API, but that's far from what we're doing right now.

#### **Hexagon Update (Informational) – Jerome Battle**

- Jerome Battle: Don't have a lot of facts. What the problem is. The County in relation to SLC has tried to get one system together called Hexagon. Solve CAD issue. Addresses transfer call issue.
- 13 million dollar cost. Haven't gotten confirmation. Not getting information from the manager. September 2018. CAD and RMS ready to go.
- Complex system due to what is brought, a lot of interfaces working on that issue. County is engaged to integrate GIS and addressing.
- It's big for the County and very important. Helping everybody along on it.
- Carlton Christensen: In the last VECC meeting, hoping to go live May of 2018.

- Scott Carver: Moving closer to September, original date was May but ran into few obstacles. It's moving along with a lot of people pushing, guiding, and demanding. It's actually going to be the best public safety change in County history. How we operate as a County.

### **Mainframe Migration Program Update (Informational) – Tony Jolley**

- Tony Jolley: Why we want to do this? Mainframe itself is the single largest expense item in IS budget. Over 1 million dollar/annually. Moving to a less expensive platform. 3<sup>rd</sup> reason: Subject matter experts are retiring or have retired. Those that are left are contemplating retirement. Get off mainframe ASAP.
- Last year budget request was not approved by council. Helped move us through the system, and plan to do that this year and next year, request more money.
- Last time we talked, how many projects are still on the mainframe:
  - Tax Harris
    - Currently red and taking action on that
  - Council Agenda
  - Work order/VueWork
  - Motor Vehicle (on hold)
  - Not started: Flood Control permits
- The vision with the portfolio working group is to look more in details at these projects and come back to TAB and let them know they looked at the risk and hopefully get a deeper dive into project without having to do one individually.
- Want to show a quick Gantt Chart
  - The line that goes in Quarter 4 2017, green line going down, in green line on the left, project has blue line and that is what has been completed. That project shows that it's ahead of schedule.
  - Indicator to use for project.
  - Tax system Harris, you can see blue line exceeds green line. That's ahead of schedule. Got it drawn out into 2019 not 2018 and that's why it looks like it's ahead of schedule
  - Critical path, if anything in red line changes it can move back and up.
  - Gantt chart: Tax system will be completed in 2019.
  - Zach Posner: To be clear, explain move to 2019 fairly recent thing.
  - Tony Jolley: Decision going on with tax group. The decision was made to go to 2019 because of delay; we didn't feel there was adequate time. Decision was made for 2019.
  - Zach Posner: Didn't want to paint a rosier picture than it is, forced to push out another year.
  - Carlton Christensen: How confident are you in the 2019 field goal?
  - Zach Posner: I'm not. My opinion, looked at this project, not super confident so we should have pretty deep discussion.
  - Trevor Hebditch: Agree with Zach. 1<sup>st</sup> item of business is to weigh in on that.

- Zach Posner: Highly biased against big bang project. Ton of risk. Especially with a small go live window.
- Carlton Christensen: How much of the delay is from budget and funding?
- Zach Posner: Mainframe as a whole, it's directly related. We asked for additional funding to help accelerate project. Limited by resources on the execution side as opposed to project management side.
- Trevor Hebditch: As we have resources available in IS we are working on it, but it's not a priority because it doesn't have specific funding. Other projects have priority that we have funding on.
- Tony Jolley:
  - Lessons Learned-
    - Experts retiring. Difficult to replace.
    - Easy to push back because of perceived lower priority.
    - Difficulty scheduling some resources during operational peaks. To use resources from the Treasurer's Office, difficult for us to do that. Depends on time of the year.
    - Difficult scheduling time with IS resources.

#### **By-Laws (Discussion/Direction) – Kelly Wright**

- Kelly Wright : Action Item:
  - By laws are referenced in TAB ordinance, the body adopts by attending members. Which includes responsibility of the chair, voting procedures, and so on. Hopefully everyone had seen the draft and the changes made on it.
  - Membership: The board is composed of 5 departments from the Mayor's Office and 8 elected offices, plus 2 non-voting members from Council and the CIO. It is up to each department and elected office to select as part of this board. Representation to be looked at every couple years.
  - Officers: Chair serving 1 year term. Selected from membership board. Vice chair, have same powers as chair if chair is absent and what other power the chair gives.
  - Meetings: Regularly scheduled meetings, reference to special meeting. Open special meeting transparency part of it, electronic and emergency meetings addressed in that
  - It will be regularly held in COW room.
  - Quorum: Consists of voting members in attendance.
  - Subject to Open and Public Meetings Act.
  - Open meetings are transparent, because of open meeting acts. Agenda is posted in 24 hours
  - Minutes and closed meetings, made in open meeting before meeting adjourns.
  - Electronic meetings: Can be put in notice.
  - Possibility of doing it electronically, can do it 24 hours before the meeting.
  - Anchor location: COW Room, unless otherwise noted.
  - Emergency meeting: Can be held, need to notify all the members.

- TAB business: This board makes recommendations to Council regarding technology governance, policy, and procedures. They also review and forward to Council any recommended changes to critical business processes. Establish and assess IT projects. Together with enterprise needs. Intended to address how the IT projects affect the county. Make up is to have stakeholders at the table and to review effectiveness including goals of projects.
- Adam: Ask for Motion
- Carlton Christensen: Move approval of adopting by-laws from the board
- Phil Conder: Second
- Kelly Wright will finalize the by-laws and get it out to everybody

#### **Communication Items – Mayor & Council – Zach Posner & Adam Gardiner**

Nothing

#### **Meeting Schedule – Ginger Watts**

Meeting schedule for 2017 and 2018

Monday, December 18<sup>th</sup> at 3-5 p.m.

Have an issue with our first meeting in January, same day as Innovation Summit. Reschedule? Conduct the meeting with the people that can attend on the 25<sup>th</sup>?

Adam Gardiner: The day before on the 24<sup>th</sup>? Any objection?

Put it on the 24<sup>th</sup> of January in the morning?

Trevor Hebditch: Innovation Summit starts on the 24<sup>th</sup> of January

Move to February 1<sup>st</sup>?

Adam Gardiner: Let's move to February 1<sup>st</sup>.

#### **Action Items – Truc Tran**

Move the meeting to 1<sup>st</sup> of February

Kelly Wright will finalize the by-laws and get it out to everybody

#### **Next Meeting – 12/18/17 – Adam Gardiner**

**Meeting adjourned**