



Technology Advisory Board (TAB)

12/18/17



Agenda



- Approve Minutes from 11/13/2017 Meeting – Adam Gardiner – 5 min
- Follow-Up Items
 - Capital Fund (Discussion) – Brad Kendrick – 5 min
- Working Group Update
 - Solutions – Tyler Andrus & Ginger Watts – 5 min
 - Portfolio – Brad Kendrick & Tony Jolley – 5 min
 - Governance – Phil Lanouette & Trevor Hebditch – 5 min
- Communication Items - Mayor & Council – Zach Posner & Adam Gardiner – 5 min
- 2018 Meeting Schedule – Ginger Watts – 5 min
- Review Action Items – Truc Tran- 5 min
- Next Meeting – 02/01/18 – Adam Gardiner - 5 min

Next Steps

1. ~~Trevor – Work with Dean to get the Governance SharePoint site~~
2. Ginger – Governance research on Info-Tech working group
 - Info-Tech will deliver ideas to us by 12/1
3. ~~Tony – Kelly get a Word decision on the Ordinance~~
4. Ginger & Trevor – Get the Standards list
 - 11/29 – Trevor is meeting with the State today
5. Ginger – Send out invites for the Working Groups
 1. Portfolio (after December 6th)
 2. Governance (week after Thanksgiving)
 3. Solution (week after Thanksgiving)
6. ~~Cherie & Tony to review Criteria – form (PMI & InfoTech)~~
7. ~~Ginger to talk with Rob about the Working Group~~
8. ~~Ginger to post approved TAB minutes by 11/15~~
9. Ginger to update meeting schedule on Public Notice Website
10. Ginger and Cherie to review minutes form 11/13 with Truc
 - Ginger to send to minutes Adam, Carlton, Tony, Zach, Cherie, Trevor
 - Ginger to send minutes to TAB
 - Ginger to post unapproved minutes by 12/7
11. Meeting on the 18th? – Tony to call Adam
 - If there are specific questions about (Harris or Security Breach), we can discuss
 - Adam to send note to TAB – Let Adam know by 12/6 if there are questions.
 - Ginger will cancel the meeting on the 12/7



Approve Minutes

Adam Gardiner



Review Follow-Up Items

Adam Gardiner

TASK	RESPONSIBLE
1. Capital Fund	Brad Kendrick



Working Group - Solutions Tyler Andrus & Ginger Watts



Working Group - Portfolio Brad Kendrick & Tony Jolley



Working Group - Portfolio Project Criteria For Prioritization

- Projects mandated by law or ordinance.
- Projects that correct developing safety or health problems.
- Projects that repair or replace components that are needed for the IT's intended functions.
- Projects which will protect or optimize previous investment.
- Projects with grant or other funding sources in place.
- Projects where a high overall value can be demonstrated (cost-savings, ROI, NPV).
- Growth
- Public Engagement
- Risk Mitigation
- Strategic
- Other Organizational Needs
- Enterprise Driven
- Criteria Thresholds



Working Group - Governance

Phil Lanouette & Trevor Hebditch



Communication Items - Mayor and Council Zach Posner & Adam Gardiner



Meeting Schedule For 2018 Ginger Watts

- 2018 – Fourth Thursday – 9 – 10:30 a.m.
 - February 1 (9:30 – 11:00)
 - February 22
 - March 22
 - April 26
 - May 24
 - June 28
 - July 26
 - August 23
 - September 27
 - October 25
 - November – TBD
 - December - TBD



Action Items

- *Review new action items – Truc Tran*



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Next Meeting – 01/25/18

Thank you!

