

TECHNOLOGY ADVISORY BOARD



May 22, 2019

Agenda

- Public Comments - Chair - 3 min
- Approve Minutes from 03/28/2019 Meeting - Chair - 2 min
- Follow-Up Items (Informational)
 - UFA Update – Chief Mike Watson, Les Olson Company & Ginger Watts – 15 min
 - SharePoint Update – Ginger Watts – 5 min
 - Debrief of 2019 Budget Process and Scoring – Ginger Watts – 5 min
 - WebEx Communication Plan – Mike Bailey – 10 min
 - County-Wide Website Redesign Update (Discussion/Approval) – Megan Hillyard – 10 min
- 2020 IT Budget Request Process – Ginger Watts – 5 min
- Working Groups Milestone Chart (Discussion/Direction) - Ginger Watts – 3 min
- Governance Working Group Updates
 - SWG - Windows 7 Replacement (Discussion/Direction)– Tyler Andrus & Ginger Watts – 5 min
- Communication Items - Mayor & Council - Zach Posner & Chair – 1 min
- 2019 Meeting Schedule (Discussion/Approval) - Ginger Watts – 1 min
- Review Action Items – Kristine Pepin - 2 min
- Next Meeting – 07/11/2019 – Chair - 1 min

Public Comments

Chair

Approve Minutes

Chair

Review Follow-Up Items

Ginger Watts

| TASK | RESPONSIBLE |
|---|------------------------|
| 1. Windows 7 Replacement | Solution Working Group |
| 2. County-Wide Technology FTE Map | IS & HR |
| 3. SharePoint Update | Ginger Watts |
| 5. Debrief 2019 Budget Process and Scoring | Ginger Watts |
| 6. UFA Les Olson and Emergency Management Update | Ginger Watts |
| 7. Invite Kevin Jacobs and Rashelle Hobbs to Working Group Meetings | Ginger Watts |
| 8. WebEx Communication Plan | Michael Bailey |
| 9. Schedule Meeting for Elected Officials to Determine County-Wide Website Representation | Kevin Jacobs |

Unified Fire Authority (UFA) Update

Chief Mike Watson, Les Olson Company & Ginger Watts

- Contract signed with Les Olson on April 10th
- Began onsite assessments in January
- On-Site Service Desk support began May 1st
- Salt Lake County Les Olson site visit May 1st
- Current State:
 - Training for Les Olson staff regarding PHI
 - Complete assessments and station visits
 - Network diagramming and hardware analysis
 - Disaster Recovery detailed analysis and potential changes
- Future State:
 - Detailed accounting of systems by user and location
 - Regular Reporting (monthly/quarterly) on performance metrics and regular After Action Reporting on issues that occur outside of daily support functions
 - Fully configured and tested DR platform with systematic monitoring and data replication
 - Full fleet accounting and lifecycle planning
 - MOU's with Salt Lake County for GIS data sharing and Emergency Management

SIRE to SharePoint Migration

Ginger Watts

- Requirements gathered for Mayor's Finance & Treasurer
- Mapping Auditor's workflow processes
- Met with Assessor - identified licensing requirements
- Interest in SharePoint continues to expand

SIRE to SharePoint Migration Schedule

| Agency/Department | Expected Completion |
|-------------------------|---------------------|
| Contracts & Procurement | Q2 2019 |
| Mayor's Finance | June 2019 |
| Treasurer | Q3 2019 |
| Auditor | Q3 2019 |
| Surveyor | 2019 |
| Assessor | 2019 |
| Recorder | TBD |
| Sheriff | TBD |
| Real Estate | TBD |

2020 Budget Process Planning (Based on Debrief of 2019)

Ginger Watts

| Issue | Idea | Impact | Ability to Implement | Next Steps |
|---|--|--------|----------------------|---|
| Dates | Maintain 2018 schedule. | High | High | 1. Communicate the dates |
| Cadence (Throughout the year; not just at budget) | IT Capital Fund. Reporting cadence. | High | Low | 1. IT needs to be the example 2. Communicating with the working groups 3. Fiscal Operations training (frequently) |
| Funding Source Buckets vs. combined priority | Better communicate the purpose of the buckets. | Medium | Medium | 1. PWG discuss strategy 2. Talk with Megan then Darrin |
| Scoring (weighting, forced ranking) | Add enterprise score with less weight (number of agencies/employees/impact score). Add a "Funding Ready" score? | Medium | Low | 1. Ginger to research best practices with Governance 2. PWG discussion |
| Customer sign off (Add to workflow) | Add to workflow in the tool. | High | High | 1. Put into workflow |
| TCO consistency | Clear definitions. Make sure the templates work. | Medium | Medium | 1. Definition legend to Concept Document and TCO |
| Do FTE's need a separate process? | On-Going vs. One-Time | High | Medium | 1. HR working on IT FTE inventory |
| Form Entry | Poll Fiscal Managers. | High | High | 1. Ginger to interview several fiscal managers at the next Fiscal Operations meeting |
| TAB Leadership to Present to Mayor's Finance | Chair/Vice Chair/CIO | High | High | 1. Megan to meet with Darrin |
| Mayor Finance Representation at TAB Budget Meetings | Darrin and/or Rod | High | High | 1. Megan to meet with Darrin |

Webex Communication Plan

Michael Bailey

Website Redesign

Megan Hillyard

Steering Committee Selected

Project to be managed by Lisa Allcott, with administrative and technical support from IS

- Reid Demman
- Chloe Morroni
- Lisa Ashman
- Lisa Hartman
- Kevin Hunter

Presentation of Goals

Committee is recommending updates to the stated project goals

- Clean unified user experience that incorporates County branding
- Connects constituents to services, information and trending County issues
- Use data and analytics to inform design

Project Proposal

Phase 1 complete

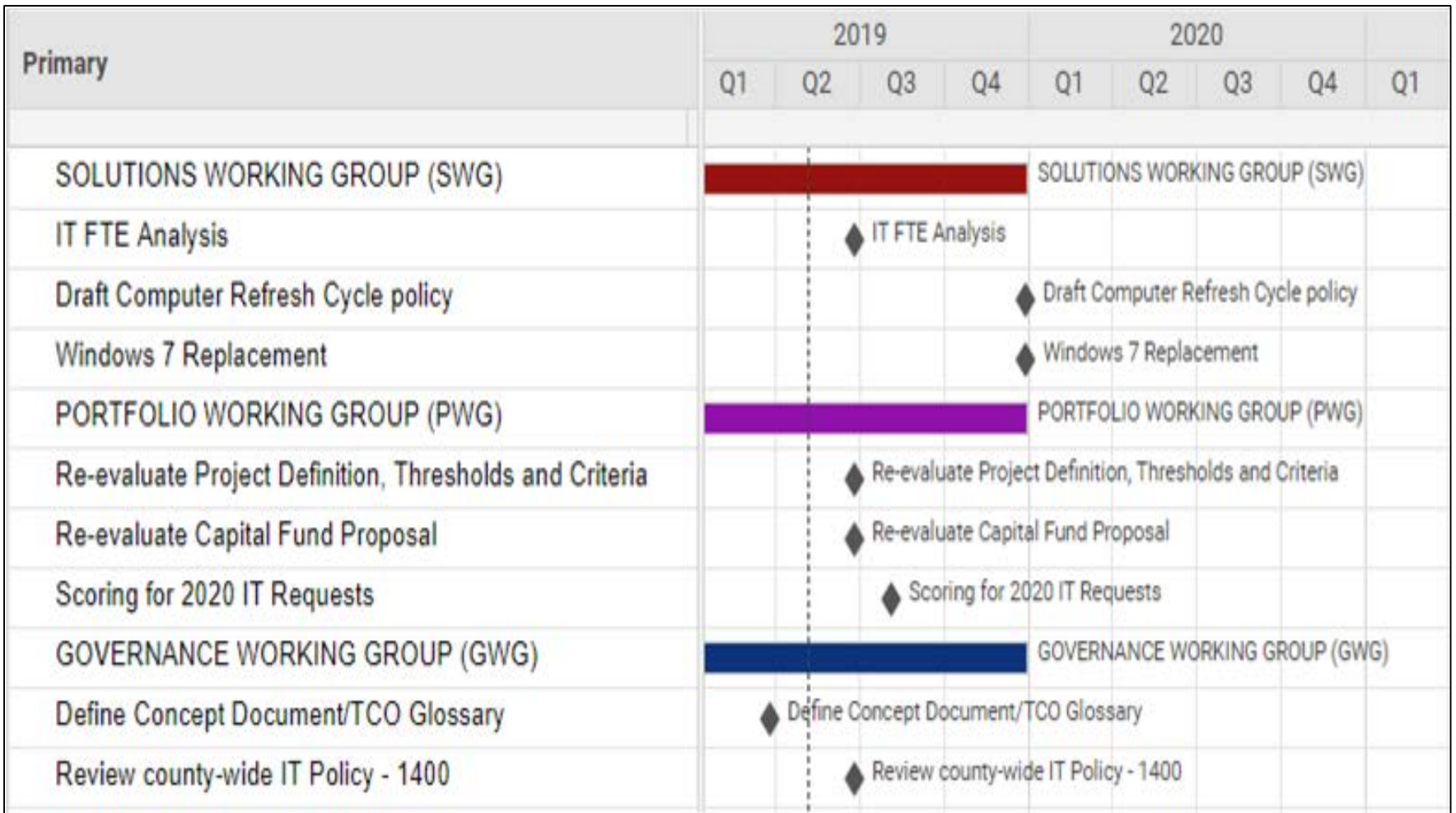
- Phase 1 – Identify goals and form steering committee
- Phase 2 – Build RFP, engage vendor
- Phase 3 – Execution
- Phase 4 - Implementation

2020 IT Budget Request - Important Dates to Remember Ginger Watts

- 5/16/19 Outdated Systems Email Sent to Fiscal Managers and IT Liaisons
- 7/8/19 2020 IT Request Forms Due
- 7/9 – 8/2 Work with BTP's to Draft Concept Documents
- 8/2/19 Final Concept Documents Due
- 8/6/19 Solution Working Group (SWG) Finalize Recommendations
- 8/7/19 Portfolio Working Group (PWG) Finalize Recommendations
- 8/22/19 TAB Recommendation

Working Groups – Milestone Chart

Ginger Watts



Solution Working Group

Windows 7 Replacement

Tyler Andrus & Ginger Watts

- Windows 7 will no longer be supported in January 2020
- Waiting for 3 agencies to provide information
- Initial data indicated over 1,500 computers needing to be addressed
- Data will be updated again in September

| | Q1 | Q2 | Q3 | Q4 | Total |
|---------------------|------------|------------|------------|------------|-------------|
| Already Replaced | 322 | | | | 322 |
| Planned Replacement | | 264 | 139 | 341 | 744 |
| Upgrade to Win 10 | 11 | 34 | 141 | 148 | 334 |
| Segregate | | 1 | | 23 | 24 |
| Total | 333 | 299 | 280 | 512 | 1424 |

Communication Items - Mayor and Council

Zach Posner & Chair

Meeting Schedule For 2019

Ginger Watts

2019 – Fourth Thursday – 9:00 – 10:30 a.m.

- July 11
- August 22
- Additional Meeting (Aug/Sep – Depending on Budget)
- September 26
- October TBD (10/24?)
- November TBD (11/14?)
- December TBD (12/12?)

Action Items

Kristine Pepin

Next Meeting – 07/11/2019

**Thank
You !**