



TECHNOLOGY ADVISORY COMMITTEE

Draft Minutes

Meeting of February 6, 2020

Present: Joe Samolis, Brian Robillard, Michael Skott (Staff), Roger Palmer, Councilman Grady Faulkner, Chris Duarte (Staff), Karen Warren, Councilman Tony Gennaro.

Absent: Foster Charles, Councilman Anthony Mangiafico, Bryan Skowera, Lauren Middleton.

Call to Order Councilman Faulkner called the meeting to order at 6:00pm.

Approval of Minutes Joe Samolis motioned to approve the meeting minutes. The motion was seconded by Councilman Gennaro. The motion was unanimously passed.

Public Comments

No one from the public was in attendance.

Old Business

Election of Chair and Vice Chair

Joe Samolis called for a motion to nominate Roger Palmer for Chair and Councilman Tony Gennaro as Vice Chair. Brian Robillard seconded the motion. The motion passed unanimously.

Social Media Policy

Joe Samolis asked whether the social media policy had been vetted by legal. Chris Duarte will follow up with Bryan Skowera on the matter.

Councilman Gennaro makes a motion to continue to forward the social media policy to the proper departments for implementation. Roger Palmer seconded the motion. The motion passes unanimously.

New Business

Disaster Backup and Recovery Plan

The current plan does not have documentation. There is hardware in place for recovery of systems but no written plan exists. Bryan Skowera is working closely with Chief Kronenberger to create written documentation. This document will likely be an annex to the Emergency Operations Plan. Joe Samolis suggested to tie the Disaster Backup and Recovery Plan into the Continuity of Operations Plan

Five Year Strategic Plan

Chris Duarte discussed the three main points of the plan to the committee.

1. Building a cyber-resilient community,
2. Equal access to all government services through technology &
3. Support economic development.

Karen Warren inquired how these goals were developed. Chris Duarte will follow up.

FY21 Budget

Chris Duarte went through the three separate proposed budgets with the committee: 1. Flat budget, 2. 5% Reduction budget, & 3. Wish list.

Discussion on Major Projects

Chris Duarte described seven of the major projects that are currently in progress or will be occurring in the near future.

Roger Palmer discussed the eighth major project, GIS in which he stated his desire to have this project continually funded. Currently, GIS is being handled by a contractor. Roger suggests looking at what would be more cost effective in maintaining GIS, either continuing with a contractor or hiring a full-time staff for GIS. Gathering more data is needed.

Discussion of Items to be Placed on the Next Agenda

- OnBase Plan Review
- Five Year Strategic Plan. The committee would like to hear more about this plan.
- Procedures for communications for council meetings being held outside city hall. How would this be accomplished?

Adjournment

The Committee adjourned at 7:12pm pm on a motion by Councilman Faulkner. Councilman Gennaro seconded the motion.