INFORMATION TECHNOLOGY SERVICES COMMITTEE MINUTES
April 8, 2014

The regular meeting of the Information Technology Services (ITS) Committee, held on Tuesday, April 8, 2014, was called to order by Vice Chair Stone at 10:00 a.m. in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. J. DeMarco	Ms. P. Wilson
	Mr. P. Moore	Ms. R. Winkler
	Ms. L. Stone, Vice Chair	Mr. M. Michaelides, Ex Officio
Absent:	Mr. T. Bolton	Mr. D. Craig, Chair
Staff:	Mr. R. Ankeny, Executive Director	
	Mr. S. Perez, ITS Manager	
	Mrs. M. Wood, GRF Representative, Mutual Six	
	Mrs. C. Damoci, GRF Representative, Mutual Twelve	
	Five Foundation Members	

MINUTES

On MOTION of Mr. Moore, seconded by Ms. Winkler, and carried unanimously, the minutes of the regular meeting of February 11, 2014, were approved as printed.

CORRESPONDENCE

The members reviewed a letter from the Mutual Fifteen GRF Representative, dated March 18, 2014, concerning reimbursement for Time Warner charges. After consideration, the Committee unanimously concurred to decline his request for reimbursement.

STAFF REPORTS

ITS Manager

The ITS Manager provided an update on several matters:

Kick-off meetings have been held to introduce key players from GRF, Jenark, MicroMain and Mazztec. The early stages of conversion planning are focused on the Finance Department with chart of accounts, vendor accounts and building unit resident number formats. The Foundation has weekly meetings with Jenark.

The majority of the Windows 7 machines have been deployed. The nine remaining machines will be purchased this month.

The hardware for the News Department Credit Card Solution was received in early April, including the iPad Minis and card readers. The hardware will be configured and the data plan established, followed by installation of NCR Silver.

A digital billboard has been established on the second floor of the Administration Building, and includes various meeting schedules, photos and the *Golden Rain News* front page.

The Foundation's auditors, NSBN, have presented a Management Letter with recommendations for the ITS Dept. Action items from this letter will be placed on the May Committee agenda.

Surveillance cameras have been installed in the Downtown Café; an exterior camera will be installed soon. Four cameras have been ordered for the Purchasing Dept.

The Human Resources module on the Paychex system will be deployed at the end of the month. Traceable information will include employee payment data along with performance evaluations, disciplines, termination reasons, and training information.

Library and ITS personnel have worked together to investigate a Library patron print management solution; recommendations will be presented at the April Library Committee meeting.

A draft of the electronic device (i.e. Tablet or iPad) sign-out sheet was distributed for Committee review. The back of the form is used for when devices are returned to the Foundation. The members spoke on tablet use, AppleCare insurance and expected future use at length.

In 2015, computer and technology-related items previously classed in the ITS Department budget, will be allocated to the appropriate departments.

The Website Subcommittee continues to meet regularly to consider improvements to the community website.

NEW BUSINESS

Foundation Wireless Network Upgrade

The ITS Manager presented information on upgrading the Foundation's wireless network. After discussion, the Committee requested more options and different options for review in May.

Approve Continuation of Mazztec Month-to-Month Services Contract

Mazztec, Inc. is the Golden Rain Foundation's Microsoft Partner and provides technical support for the systems that require advanced, expert level technical skills and resources. Services include programming and development work, network and application support, and database integrations for the Foundation's computer applications, such as Great Plains, Adapt and the Foundation's system servers.

The two-year contract with Mazztec expires on April 30, 2014. This contract includes 25 hours of support per month at a rate of $2,500 per month. The ITS Department will not require Mazztec's services for 25 hours per month after migrating off of the Microsoft Great Plains system to the Jenark system. However, it is recommended that Mazztec's current level of service be maintained while the Foundation continues to process on the Great Plains system and the system migration project is still in progress. Mazztec will be integral during the data migration portion of this project, system cutover date, and at least a month of support thereafter.

The Committee members discussed Mazztec's support over the years, tracking methods, and the importance of continuity during the system migration.

Mazztec has agreed to maintain its current monthly rate of $2,500 for 25 hours on a month-to-month basis until the Foundation no longer requires that level of service. Mazztec would then be available for $125 an hour as needed. The 2014 Budget has $30,000 allocated for this service contract.

Mr. Moore MOVED, seconded by Mr. DeMarco and carried unanimously -

> **TO** recommend the Board approve using Mazztec, Inc. services on a month-to-month basis to provide advanced, expert-level technical support to the Foundation at a cost of $2,500 per month, using funds from the ITS Department Service Contracts Budget, and reevaluate the level of service needed in 180 days (six months).

Records Retention Policy

The members reviewed a draft of a records retention policy. The Committee will make a decision on the matter in May.

Data / Information Flow

The Committee discussed data and information flow, timelines for policy updates on the website, and meeting calendar accuracy.

COMMITTEE MEMBER/FOUNDATION MEMBER COMMENTS

Six Committee members spoke on the ITS Manager's presentation of information, thoroughness of reports, and the Vice Chair's leadership at today's meting.

Three Foundation members spoke on agenda placement on the website, Mutual website pages, and the Computer Club's various classes.

The next Committee meeting will be Tuesday, May 13, 2014 at 10:00 a.m. the Administration Conference Room.

ADJOURNMENT

The Vice Chair adjourned the meeting at 11:39 a.m.

Linda Stone, Vice Chair
INFORMATION TECHNOLOGY SERVICES COMMITTEE
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