



TECHNOLOGY ADVISORY COMMITTEE

Draft Minutes

Meeting of January 22, 2015

Present: Council Member Carl Chisem, Council Member Sandra Russo-Driska, Council Member Grady Faulkner, Marie Norwood, Eldon Bailey, Mike Gaudino, Nelson Rivera, Tina Gomes, Michael Skott and Salvatore Micciulla.

Absent: Edward Finkle.

Call to Order

The meeting came to order at 6:33 p.m.

First Order of Business

Motion to elect Council Member Carl Chisem as Chair by Marie Norwood, Council Member Sandra Russo-Driska seconded the motion and approved unanimously. Motion to elect Council Member Sandra Russo-Driska as Co-Chair by Marie Norwood and approved unanimously.

Approval of Minutes

There were no minutes to approve as this is the first meeting of the Technology Advisory Committee.

Public Comments

No one from the public was in attendance. Eldon asked if it is necessary to have public comment and it is typical to have public comment but not necessary.

Old Business

There was no old business because this is the organizational meeting for the Technology Advisory Committee.

New Business

Discussion regarding backups, Eldon noted that the City switched to a UniTrends appliance about a year ago and the Police Department in using AppAssure Replay (Dell). Eldon stated that in the past year system have been upgraded no longer using tape backup because it was not reliable. Backup reports are received on a daily basis regarding backup activity. A report is also received when a failure has occurred.

The subject of test plans came up regarding both backups and for new IT projects and it was noted that test plans are not used.

Mike Gaudino pointed out that the first issue to be addressed is the backups to make sure our data is safe. Eldon pointed out that the issue of backups is not just on the city side because the city includes The Police Dept. and The Board of Ed. which is more a global issue.

Question of offsite backups and it was noted that there are no offsite backups.

There was general discussion regarding a Disaster Backup and Recovery Plan (DBAR). Is there a plan? Was there ever an IT DBAR Plan? It was noted that there is not a good DBAR plan in place there has been discussions, thoughts about it but nothing implemented in such a way that it could be presented as an accurate DBAR plan.

Additional discussion regarding looking into companies that do Disaster Recovery continued. Eldon stated no that the assumption was that there are enough facilities around the city we could do it ourselves. The first thought was to do share data between the City Hall and the PD but it such a close proximity so next thought was to send data over to the Water Department it is further away from downtown and has a secure building and generator and could function as a backup facility if needed. It just never happened. Third option was to move data out of Middletown. Eldon shared that the City is looking into joining the Nutmeg Network.

Mike Gaudino inquired about the experience of the members of the committee such as Microsoft, I-SERIES, IBM, UNIX. Sandra did not think that it was not part of the ordinance. She thought it was to address the current issues. Sandra suggested for Mike Gaudino to ask the Mayor how he appointed the members of this committee.

Meeting Schedule – The committee agreed to meet on the 1st Thursday of the Month at 7pm.

Agenda Format - The committee approved the standard agenda format as presented.

Sandra made a motion to follow Roberts Rules of Order, all approved.

Review of Ordinance – Sandra indicated that section A was self-explanatory and that section B was very broad which led to additional discussion regarding a DBAR Plan. It was noted that there is no current DBAR in place and that a plan is needed. It was also noted that this committee was formed to see that this is done.

Nelson suggested that a draft list is put together with bullet points of what needs to be done. At next meeting go over the list and tackle at least one or two projects that are achievable over the next 3 to 6 months.

Sandra recommended that Eldon come to next meeting and make recommendations from his perspective about the day to day of what is going on and what he thinks needs to be done on the municipality side as well as, Board of Education, Police Department and Fire Department priorities what needs to get done from his perspective so when you put the two list together. Eldon said he could tell the committee now what his priorities are he will describe it at the next meeting. Eldon did state that without money or the proper resources it won't get done.

Question regarding inventory control Eldon pointed out that there is no process in place throughout the city (too much talking over Eldon could not transcribe). Lengthy discussion regarding inventory what is included and what is not included. Subject of audits and auditors come up too.

Marie suggested that some of the items to go on the list are: An inventory system, DBAR plan, strategic plan, IT Structure, IT policies to make sure they are in place and current, (inaudible). Sandra asked Eldon to bring a flow chart for the department and he offered to bring the job descriptions.

Adjournment

Chairman Chisem made a motion to adjourn the meeting; the motion was seconded by Mike Gaudino. Meeting was adjourned at 8:15 pm.