

IT/Telecom Committee Meeting

July 17, 2020

AGENDA/**Minutes**

1. Current Org Chart and/or brief description of IT staff and their role
Director, Mark Starr provided a brief outline of the IT team and their responsibilities:
 - **Mark Starr, IT Director – leads and oversees all IT/Telecom activities.**
 - **Justin Chandler, Network Administrator – oversees day-to-day operations and maintains network.**
 - **Greg Eldridge, IT Specialist II – handles basic PC setups and installs, works with City employees on trouble tickets.**
 - **Shae Hill, GIS Coordinator – covers all GIS functions and software for the City including Cartegraph work order management system.**
 - **Troy Unger, Communications Technician II – mainly handles radio communications for all City departments, only Union (AFSCME) position in the department.**
 - **Dawna Wood, Administrative Assistant – handles all finances, payroll, and invoicing for the department.**
2. Current 3rd Quarter Projects (July thru September)
 - **Completing Auditor software upgrade**
 - **Updating 3CX citywide phone system**
 - **Upgrading City ATT fiber connection.**
3. Planned 3rd Quarter legislation for Council
 - **None planned**
4. IT Staff work from home impacts during COVID-19 pandemic
 - **4 of 6 employees worked from home for 6 weeks. IT Director and Comm Tech maintained normal working hours to support first responders and essential onsite employees.**
 - **Purchased cleaning supplies to disinfect IT working areas - \$96.98**
 - **IT Director Starr indicated that some productivity loss occurred because of COVID-19 work from home noting that all work that needed to be completed was completed.**
 - **Because of increased work from home impacts across the city workforce, IT had to purchase additional VPN and VNC licenses to legally cover the additional needs.**
 - **IT Director Starr also indicated that for future planning that more tablets/laptops and webcams in inventory would help cover all city needs in the future should work from home be initiated.**
5. IT “did you know” ...
 - **In addition to handling all City computer/printer/network needs, the IT/Telecom team also manage:**
 - **Tornado siren testing and maintenance**
 - **Police cruiser setups and detailing**
 - **Building access control systems including ID cards and cameras**
 - **Generator maintenance for most City building.**

Next meeting planned for November 20, 2020 in the 1897 City Hall Conference Room.

Meeting called to order at 730A in the 1897 City Hall conference room.

Attendees:

- **Tom Stoughton, Chair**
- **Tom James, Committee Member**
- **Corey Schoonover, Committee Member**
- **Dawna Wood, IT department**
- **Justin Chandler, IT department**
- **Mark Starr, IT Director**
- **Greg Eldridge, IT department**

Agenda items 1, 2, 3, 4, and 5 discussed (noted above).

Meeting adjourned at 830A, Motion – James, 2nd Schoonover – all 3 members voted yes to adjourn the meeting.