

Approved June 3, 2009

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
APRIL 22, 2009**

- I. The April 22, 2009 Technology Commission Meeting was called to order at 6:03 p.m. by Vice Chairman Strowig in the Hearing Room of Franklin City Hall.

Members present were Strowig, Herman, Alderman Olson, Webler, Kane, Maersch, Kaufman, and Mittelstadt. Members Meade and Galusha were excused. Member Surana was absent. Also in attendance were Director of Administration Mark Luberd and Phil Markworth of CSEI.

- II. Citizen Comment Period – Alderman Olson requested that the record reflect that no citizens or other public officials were present.

- III. Review and approval of the February 25, 2009 Meeting Minutes.

Motion made by Member Maersch and seconded by Member Herman to approve the February 25, 2009 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Network Data Backup System

Director of Administration Luberd and Phil Markworth of CSEI presented this item to the Commission Members. Discussion was held on the process and method for the system and data backup for the City's network. By consensus, the backup system was determined to be adequate and appropriate at this time; however, members noted the documentation provided should be taken as input to the infrastructure analysis forthcoming for the Strategic Plan. No action taken.

- V. City of Franklin Network User Login Password Policy

Director of Administration Luberd presented this item to the Commission. Establishment of a Login Password Policy is required for the Police Department as a result of a State audit. Discussion followed. It was decided to modify the last sentence of the Network User Login Password Policy to read "Passwords may not be ~~written down and~~ stored near or around a workstation".

Motion made by Member Mittelstadt and seconded by Member Kaufman to recommend implementation of the Network User Login Password Policy as modified. Upon vote, Ayes-All, motion carried.

- VI. Matrix of Options for Digital Audio Recorders

Director of Administration Luberd indicated that due to the Chairman being unable to attend this meeting due to a last minute conflict, the matrix is not available and will be discussed at a future meeting.

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VII. City Related Email Protocol for Elected and Appointed Officials

The Director of Administration indicated that a blind carbon copy email address was distributed to the Commission members for their use but not to all City Board and Commission members at this time. He reported that in discussions with the City Clerk it was thought that distribution of the email address would be best accompanied by further direction from the City Attorney on public records retention requirements of City Board and Commission/Committee members.

VIII. Director's Report

Director of Administration Luberda indicated that he had nothing to report. Alderman Olson requested the Director of Administration to look into placing the Sanitarian Inspection Reports online. Member Webler requested that a Strategic Plan update be placed on the next agenda.

IX. Next Meeting Date and Time

The next Technology Commission Meeting date was scheduled for Wednesday, June 3, 2009 at 6 p.m. as there is a conflict with the regular May meeting date.

X. Adjournment

Motion made by Member Kane and seconded by Member Webler to adjourn the April 22, 2009 Technology Commission Meeting at 6:40 p.m. Upon vote, Ayes-All, motion carried.