

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
MARCH 23, 2016**

- I. The March 23, 2016 Technology Commission Meeting was called to order at 6:05 p.m. by Vice Chairman Strowig in the Hearing Room of Franklin City Hall. Director of Administration Mark Luberda took roll call; a quorum was present.

Members present were Strowig, Webler, Galusha, Surana, Brandt, and Farney. Members Meade, Alderman Mayer, and Giza were excused. Also in attendance were Director of Administration Mark Luberda, Director of Information Technology Jim Matelski, and Bill Wucherer, Director of Health Services.

- II. Introduction of Members

The Technology Commission members took turns introducing themselves and explaining their IT backgrounds for informational purposes for new Member John Farney and newly hired IT Director Jim Matelski.

- III. Introduction of IT Director Jim Matelski

Newly hired IT Director Jim Matelski introduced himself and gave details on his IT background and skills.

- IV. Citizen Comment Period – No citizen comments were made.

- V. Election of Chair & Vice Chair

Motion made by Member Webler and seconded by Member Galusha to hold this item over to the next meeting when more members could be present. Upon vote, Ayes-All, motion carried.

- VI. Review and approval of the May 27, 2015 Meeting Minutes.

Motion made by Member Webler and seconded by Member Brandt to approve the May 27, 2015 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- VII. Health Department Child Development Website (Bill Wucherer, Dir. of Health Services)

Director of Health Services Bill Wucherer presented this item to the Commission seeking recommendation from the Technology Commission for Council approval for the Health Department's standalone website, www.franklinchilddevelopment.com. This standalone website, which is a grant-based pilot project, would feature several departmental services that primarily emphasize childhood and in particular child developmental screening. Mr. Wucherer noted that the State Health Department encourages use of a tool called "Ages and Stages/Third Edition", as well as a particular vendor, Brooks Publishing, where the City Health Department can serve a targeted audience. He explained that through this standalone website the Health Department would be able to offer a direct link to valid and reliable child developmental tools where parents can assess their child's progress, confirm concerns about delays, and learn how to guide their little ones on a predictable path of growing up.

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Mr. Wucherer showed the Commission examples of the City's branded site being designed by Websites by Wetland.

Director of Administration Mark Lubberda added comments regarding the reasons behind a standalone website versus a link on the City's website and the Technology's/City's past intent of "keeping the same look and feel of the City's website".

Discussion was held and Commission members provided additional thoughts/ideas to consider to the Director of Health Services pertaining to the standalone website.

Motion made by Member Webler and seconded by Member Galusha to proceed with the standalone website pilot project, with the addition of the word "Wisconsin" on the home page of the website, with the caveat that the Director of Health Services return to the Technology Commission with an update at least by the end of the grant period. Upon vote, Ayes-All, motion carried.

VIII. Department & Commission Operations

Director of Administration Mark Lubberda noted that he put this item on the agenda to inform the Commission on what his vision is for the roles of and relationships between the Technology Commission, the IT Director, and the Director of Administration. He discussed how the Technology Commission members provide guidance and recommendations to the Common Council, but also provide significant technical expertise to the Directors.

He noted his excitement of the addition of the IT Director and being able to move strategies and items forward and that he fully expects that Technology Commission Meetings will go back to being monthly instead of bi-monthly.

Informational item only – no action taken.

IX. Update on Capital Outlay

Director of Administration Mark Lubberda wanted to make the Commission aware that in December 2015 the Common Council approved that all of the IT items that didn't get addressed/purchased last year were carried over to this year so our IT Director does have a good pool of money to work with and priorities will be made on what projects will be first, etc. These items will come forward in future months as the IT Director continues his review. Informational item only – no action taken.

X. Discussion on Information Technology Strategic Plan

IT Director Jim Matelski explained his take on the Strategic Plan and that it is a good idea to revisit and re-evaluate this plan as a lot of technology has changed since 2007.

A long discussion was held. Member Webler recommended making the "Action Items" of the Strategic Plan a separate document and referencing it in the Strategic Plan so that it is easier to manipulate the document.

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The Technology Commission agreed that doing a refresh on the 2007 Technology Strategic Plan holds significant value. As such, Director of Administration Mark Luberda will distribute in pdf format to the Technology Commission members the 2007 Technology Strategic Plan document as soon as possible in order for members to have some time to read it in great detail and reflect on where additions/changes/deletions would be appropriate.

XI. Network Assessment Targeting Server & Network Stabilization & Redundancy

IT Director Jim Matelski presented this item to the Commission explaining his ideas on learning/helping/managing the “state of the City’s infrastructure” including:

Network Stabilization,
Deploying Standard Network Configuration,
Setting-Up Basic Automated Alerting,
Server Stabilization (Virtualization),
Current Desktop Inventories,
Local Admin Password Administration,
Managing the Over-All Environment

Discussion was held. Informational item only – no action taken.

XII. Evaluation of Hosted Services

IT Director Matelski presented this item to the Commission and what considerations have to be put on the front burner when evaluating or deciding whether the City could or should be doing this.

Discussion was held. Members noted and agreed that building the foundation of a strategic plan is the right direction and really needs to be in place before hosted services can be evaluated.

IT Director Matelski ran through a list of ideas, questions, concerns, etc. that are needed to be addressed and asked when evaluating/making a decision regarding hosted services. Members added additional comments/ideas. Informational item only – no action taken.

XIII. Technical Issues Review

Director of Administration Mark Luberda updated the Commission on the point of this agenda item. Member Webler asked if we need to be concerned about the number of staff, etc. in the City’s third party IT service group and their IT operation knowledge. Mr. Luberda noted that Jim will be able to assess/evaluate the number of IT staff/resources as he gets a little more comfortable in his position. Mr. Luberda also noted that he believes the City is better off now than we ever were, but that a continued evaluation would occur as input for the 2017 budget process.

Informational item only – no action taken.

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XIV. Director's Report on IT Operations

Director of Administration Mark Luberda reported that the Low-Powered FM Radio Station project is no longer being pursued per Common Council's direction.

He also noted that the Council did also approve \$50,000 towards having a video conferencing center be put in place in the Council Chambers. He also noted that the sound system in the Council Chambers needed to be redone.

XV. Future Agenda Items.

- Cable TV – Channel 25
- Information Technology Strategy Plan

XVI. Frequency of Meeting & Next Meeting Date: Next meeting date is April 27, 2016. Discussion was held that the members should count on going back to a monthly meeting schedule instead of bi-monthly.

XVII. Adjournment

Motion made by Member Farney and seconded by Member Galusha to adjourn the March 23, 2016 Technology Commission Meeting at 8:12 p.m. Upon vote, Ayes-All, motion carried.