

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
MAY 25, 2016**

- I. The May 25, 2016 Technology Commission Meeting was called to order at 6:01 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall. IT Director Jim Matelski took roll call; a quorum was present.

Members present were Meade, Ald. Dan Mayer (arrived approximately 6:30 p.m.), Webler, Galusha, Farney, Kaur, and Litwin. Members Strowig, Giza, Surana, and Brandt were excused. Also in attendance was IT Director Jim Matelski.

To welcome new members Jaspreet Kaur and Layne Litwin, the Technology Commission members took turns introducing and giving a little background about themselves.

- II. Citizen Comment Period

No citizens present.

- III. Election of Chair and Vice Chair

Motion made by Member Webler and seconded by Member Galusha to hold this item over to the next meeting when the current Vice Chair member (Member Strowig) can be present. Upon vote, Ayes-All, motion carried.

- IV. Review and approval of the March 23, 2016 Meeting Minutes.

Motion made by Member Webler and seconded by Member Farney to approve the March 23, 2016 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- V. Email Filtering Project

IT Director Jim Matelski presented this item to the Commission via a PowerPoint presentation. Discussion was held. Members commented on how well put together and informative the presentation was by Director Matelski.

Motion made by Member Webler and seconded by Member Farney to approve entering into a contract with Symantec for a hosted solution for email filtering. Upon vote, Ayes-All, motion carried.

- VI. Strategic Technology Plan – Guiding Principles

IT Director Jim Matelski offered his opinion on the five guiding principles of the Strategic Technology Plan and the additional verbiage that he felt should be added to the first guiding principle. Discussion was held.

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Motion made by Member Galusha and seconded by Member Farney to accept the five Guiding Principles of the Strategic Technology Plan plus the additional verbiage to be added to the first Guiding Principle as discussed (adding the underlined verbiage to the following sentence of the first Guiding Principle: “The benefit of the technology will be evidenced by its impact upon the “quality, efficiency, and effectiveness of the services it provides to the citizens of Franklin”, as well as understanding the constituent’s perceived value for the rendered services.”) Upon vote, Ayes-All, motion carried.

VII. Fire Stations 2 and 3 IDF Temperature-Controlled Racking

IT Director Jim Matelski presented the background and revised design/implementation plan for the Fire Station 2 and 3 climate-controlled security closets Capital Improvement Fund projects to the Commission. A budget amendment to re-appropriate unused 2015 Information Services Capital Improvement Fund appropriations in the amount of \$25,000 for these Fire Department security closets was approved by the Common Council back on March 1, 2016. IT Director Matelski informed members that this new self-enclosure design and new implementation plan was now estimated at \$5,000 per site. Discussion was held.

Motion made by Member Farney and seconded by Member Galusha to approve the self-enclosure design and new implementation plan for Fire Stations 2 and 3 climate-controlled security closets as described. Upon vote, Ayes-All, motion carried.

VIII. Director’s Report on IT Operations

IT Director Jim Matelski informed the Commission members on the following:

-Offered his contact information to the Commission members in order to have one-on-one conversations with members if ever needed to further discuss systems, applications, infrastructure, and current IT challenges.

-Informed that the steady State project is near completion of which he will update the Commission at the next meeting.

-Informed members that he will be implementing an enterprise password change in the very near future where user passwords will need to be changed every 90 days. He noted that there is a need to develop IT controls and a control matrix.

-Informed members that he implemented an “agile project management” via a Kanban board to help eliminate many outstanding projects and IT work items.

-Noted that one major challenge for him is developing a cross-site IT staff that is fully cross-functional and eliminating knowledge silos.

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- IX. Future Agenda Items.  
-State of the City of Franklin internetwork.  
-Review goals and objectives of the Strategic Technology Plan.

X. Next Meeting Date: June 22, 2016.

XI. Adjournment

Motion made by Alderman Mayer and seconded by Member Farney to adjourn the May 25, 2016 Technology Commission Meeting at 8:01 p.m. Upon vote, Ayes-All, motion carried.