

Meeting Minutes

Berkley Technology Advisory Committee

January 16, 2019

PRESENT:	Mike Swantek	Anna Luptak	ABSENT:	Dave Jacobs
	John Correia	Steve Baker		
	Aaron Pace	Jim Cannon		
	Stan Lisica	Mark Owens		

DECEMBER MINUTES APPROVAL

Motion to approve: Swantek

Seconded: Cannon

YES: Pace, Lisica, Luptak, Correia, Baker, Owens

NO: None

COMMENTS FROM CITY STAFF

- HRC is working closely with the city for the GIS mapping project, regular meetings occurring and the project is ramping up. iPads are beginning to be used. First step is asset tracking for sewers (manhole covers, etc)
- New finance director started for the city last week, working closely with them to review access controls for audit compliance, mainly with BSNA software
- Goals for the year include improving documentation, improving controls, reviewing systems and controls for audit compliance

COMMENTS FROM COUNCIL LIAISON

- Coolidge Highway has been a focus of conversation over the past few months. The last month's council meeting approved a DDA plan for a study restructuring the lanes on Coolidge, providing more parking, better safety, etc.
- Two students who are a part of the DDA are also working with GIS with a grant to improve other unique projects to utilize the GIS data to enhance the DDA's mission

ORDER OF BUSINESS

- Review the draft of the AUP
 - Social Media Policy
 - Define the difference between official City and personal use
 - Further dig into covering committees involvement in social media as representatives for the City
 - Covering authorized use of social media and how access is granted
- Outlining short term and long term goals for the TAC
 - Server upgrades recently completed, new VPN software, new firewall, infrastructure wise the city is looking good at this point

- Documentation is lacking and needs to be a focus of 2019
- More policies and procedures to be audit compliant
 - Stan will grab a list to divvy up
 - Possibly using the TAC to “pre-audit” to assess environment
- Asset utilization
- Community outreach
- Long term
 - Vendor specific
 - Verizon is partnering with smart-city/companies
 - What do citizens want from an external basis

ASSIGNMENTS FOR NEXT MEETING

- John looking into tech/app feasibility in sharing city resources e.g. “the folder”
- Affidavit review for the entire team
- List of items to improve for the city technology
- Possibly review disaster recovery

VOTE FOR NEXT MEETING TIME

Proposed meeting date and time: February 20th – 6:30pm – City Hall

YES: Pace, Swantek, Lisica, Luptak, Correia,

NO: None