

Meeting Minutes

Berkley Technology Advisory Committee

November 14, 2018

PRESENT: Mike Swantek Stan Lisica **ABSENT:** Dave Jacobs
John Correia Jim Cannon Steve Baker
Mark Owens Jon Long - CEAC
Aaron Pace

OCTOBER MINUTES APPROVAL

Motion to approve: Correia

Seconded: Cannon

YES: Pace, Swantek, Lisica, Cannon, Owens, Correia

NO: None

COMMENTS FROM CITY STAFF

- Met with the city manager, BSNA and the building department regarding their apps and features they offer (tablet remote access, work orders, inspections, permits)
- Water bills – investigating offering them online and possibly via e-mail
 - Testing the process, possibly with commercial buildings first
- Document scanning for internal documents, hoping to be able to digitize many processes (cost savings on paper, time savings, shredding, storage)
- Processed server upgrades from Server 2003 to Server 2016
- Public Safety conference room upgrades continuing along

ORDER OF BUSINESS

- Working together with the CEAC
 - Goals to help communication with the city, ensure departments/teams have a cohesive message
 - Where can technology benefit this communication?
 - CEAC running into same issues getting in touch with a contact at Oxford Towers
 - Tabled until December meeting
- AUP Policy overview
 - GM
 - City of New York
- Social Media Policies
- Open WiFi Policies
- Outline short-term and long-term planning of TAC
 - Stan will discuss with city clerk the retention policies
 - Capital equipment replacement plan (5-7 year replacement cycle for printers, desktops, laptops, etc)

- Look into standardizing equipment and how operational costs vs. upfront costs, drafting a policy and looking to offset costs

ASSIGNMENTS FOR NEXT MEETING

- Dig into AUP policies for City of Berkley, review City of New York/GM and propose a doc with changes to existing policies for review with the City Manager, etc.

VOTE FOR NEXT MEETING TIME

Proposed meeting date and time: Wednesday, December 12, 2018 at 6:30pm

YES: Swantek, Correia, Owens, Lisica, Cannon, Pace

NO: None