Butte-Silver Bow Information Technology Advisory Committee
Minutes for August 28, 2014 at 12:00 PM
BSB Business Development Center, Board Room, 305 Mercury Street

Present: Courtney McKe (Headframe Spirits), Ed Metesh (Highlands), Keith Seyffarth (Pay Dirt Designs), Alyson Harvey-Williams (Retired BSB MIS)

Absent: Anthony Cochenour (Hoplite), John Morgan (Pioneer Technical), Ray Rogers (NCHCI), Toni Wood (SCLHS)

Also present: Danette Gleason (BSB), Linda Sajour-Joyce (BSB), Phillip Curtiss (SiafuTG), Josh Barth (SiafuTG), Tom Powell (SiafuTG), Ramond Rask (AWTI), James Cox

Discussion

Phil C. Reviewed the new agenda format; explained the need to close the Basecamp site for the general public and reserve it as a workspace for the IT Committee members.

Phil C. Explained that the IT Committee members will need to complete an Non-Disclosure Agreement (NDA) to allow the members to be presented with confidential information related to the County Network, esp as it relates to the Law Enforcement and DOJ segments. Danette G. and Linda S. indicated the NDA would be available on basecamp this coming week. Committee members without an NDA in place, will not be able to participate in discussions where confidential information is disclosed.

Danette G. Danette G. explained that the County has available to it a number of avenues to fund the various IT projects to be considered by the committee, but will need the committee to develop the projects to a point where there are real dollar values associated with them in order to select the best set of options to fund the anticipated needs. Danette went on to reiterate the commitment on the part of the County and, in particular, that of the Chief Executive to find funding to enhance and bring the County IT infrastructure up to levels on par with other Counties of similar size.

Linda S. Commented that in all the years she has been with the County, she has never seen the kind of commitment to funding and advanced IT within the County as with the current Chief Executive.

Ray Rask Asked Danette G. about the timing for securing funding even after the amounts are known. Danette G. indicated that the quickest anything that needs to go before the council can move through the process is typically a five (5) week process. Danette G. further indicated that even if the County were to receive a grant, the budget would need to be amended to reflect this and that also takes time.

Phil C. Opened the meeting up to members of the public that were in attendance and asked if any of them would like to address the IT Committee and/or if the IT Committee members would like to address the public. No one rose to speak to the IT Committee from the public and the IT Committee members did not indicate any information to share with the public.

Phil C. Opened the meeting up for discussion related to the minutes from the previous IT Committee meeting. There was no discussion and so the minutes were adopted.

Phil C. Addressed questions related to the BSB IRU Project posted on basecamp from Alyson W. In particular he explained the two (2) step process of securing the current sites presently connected to the community fiber optic network through MERDI, and by entering a new agreement with Fatbeam to secure the remaining sites. He indicated that Communications Memo with Document-Id 20140810.01, entitled, "County IRU Sites", details the plan for the sites to be connected to the fiber optic network and the method for such connection. Lastly, he indicated that this coming week the sites will be settled and a request will be sent to both MERDI and Fatbeam to begin the process of securing the County sites through the two different agreements. He encouraged IT Committee members to read the cited Communications Memo thoroughly and comment as needed.
Ed M. asked a question related to how the proposed county sites would be connected to the fiber network. Phil C. described the construction method which involves building a lateral fiber optic circuit from the fiber ring to the site location premise.

Phil C. indicated the document uploaded to basecamp from Ray Rask in which Ray summarizes the major IT tasks related to network infrastructure that have been performed over the last four (4) years. Phil also referenced his own reply/comment to the document and indicated that the main criticism in Phil’s comment is to be directed at the IT climate created by previous County governments and that many of the historical approaches of past County governments would not be tolerated or used in this current approach. That there needs to be a new approach toward operating IT within a County government of the size and sophistication of Butte-Silver Bow.

Ray Rask explained various aspects of his paper, in particular, the constraints on funding future work through cost savings of previous work. Phil C. responded that such a model of funding IT is absurd and should not be how IT is funded. Rather, IT funding should flow from a needs-based approach and a top down model. Recognizing budgetary constraints is one thing, but not recognizing that IT expenditures should increase productivity and capability is simply wrong headed.

Phil C. opened up the general discussion related to IT Committee working groups and presented the Communications Memo related to the Goals and Objectives associated with the working groups.

Keith S. raised the question related to a point Linda S. brought up at the last IT Committee meeting. Namely, what should be the guiding principles for the IT department in general. Phil C. explained that there are no easy answers to that question, that part of the mission of the IT Committee is to help answer those questions by each of the working groups reporting their findings back to the committee as a whole. Further, the Best Practices and Standard Infrastructure working group should begin to address some of those principles based on a review of other Counties operations both in-state and out-of-state.

Phil C. Members present for each of the working groups then began to discuss a time to meet as a working group face-to-face.

Phil C. Encouraged everyone to make use of the basecamp calendar to post agreed to dates for meeting as a working group.

Phil C. Discussion turned to meeting schedule for the IT Committee as a whole. The decision was made by the group to change the meeting time to the last Friday of the month and meet just once a month while the working groups are meeting. Therefore, the next meeting of the group as a whole will be on September 26, 2014 at noon in the BSB Business Development Center (305 W Mercury St.).

**Action Items**

- Working group members are to organize a face-to-face meeting for their first meeting.
- Working group members are to review the goals and objectives communications memo and refine these for their group.
- Working groups are to develop major tasks/milestones to be completed to realize the groups’ goals and objectives.
- Working groups are to work toward developing a project timeline for the work to be completed.
- Where possible, the working groups are to develop tentative budgetary figures for the recommended work to be performed to accomplish the groups’ goals and objectives.
- The working groups should be prepared to present their work efforts and to the IT Advisory Committee as a whole on the next meeting.

**Next Meeting:** September 26, 2014 at 12:00 PM