



**ISC Meeting Minutes:
July 11, 2018**

P	Stephanie Yara City Council	P	Brian Osterloh (Acting) COA, Dept. of Technology & Innovation (DTI)	P	Dr. Laurie Schatzberg UNM 264-0681 (Telephonically)
A	Christopher Schroeder Real Time Solutions 400-6147 chris@rtsolutions.com	A	Jared Quintana Lockheed Martin	P	Tim Skelton COA, Planning
P	Jesse Muniz 239-5280 Acting Chief Procurement Officer City of Albuquerque		Guests: Christopher Daniel , Chief Investment Officer Charles Cowen, 311 Citizen Contact Operations		

WHAT	WHO	TIME	AGENDUM
Announcements			
Call to order	Andre O'Brien		Meeting was called to order at 1:33 pm.
Roll Call	Sylvia Martinez		There was a quorum.
Review and Approve Agendum	Andre O'Brien		Motion to approve the Agenda by Brian Osterloh; second by Tim Skelton. Motion carried unanimously.
Review and Approve Minutes from Previous ISC Meeting	Andre O'Brien		Last meeting held June 13, 2018. ISC Meeting Minutes for May 10, 2017 and June 13, 2018 sent to ISC Committee for review. Brian Deferred May 10 2017 Minutes for August 8, 2018 scheduled ISC Meeting. Motion to approve by Brian Osterloh; second by Tim Skelton. Motion carried unanimously.
Public Comment			
ISC Actions			<p><u>FY19 Bloomberg Finance L.P. (Yolanda L. Barreras), \$25,680.00</u></p> <ul style="list-style-type: none"> ● Services provided Bloomberg Terminal service information, data, software and equipment ● Analyze and price interest rate derivatives Value currency and commodity options free Multi-Bank FX Trading Real-time interest rate swap yields and spreads Interest Rate Swap Pricing and Valuation Forecast Interest Rates Yield curves analysis Evaluate Hedging Strategies Analyze projected forward interest rates Multi asset risk analysis Quantify Transnational Credit Risk Monitor and Analyze Portfolios Analyze a company's credit health Analyze and chart credit default swaps Top Bloomberg News Stories. Bloomberg Finance L.P. shall maintain and keep the equipment in good working order and condition so that it will perform its functions satisfactorily. ● COA shall be responsible for safekeeping of the equipment from the time it is received. Access to real-time market trading activity provides a current, constantly updated view of securities prices, and ensures that broker bid & offer prices are reasonable. Availability of real-time trading from the Bloomberg platform permits prompt access to a desired security/price. Access to complete broker inventories and new issue list provides more investment choices.

			<p>Motion to commence discussion by Brian Osterloh; second by Stephany Yara. Motion carried unanimously. Christopher Daniel Chief Investment Officer went over the purchase of this request. Mr. Daniel answered questions from the Committee. Brian Osterloh recommended this item should become a Standard item. Call to question Brian Osterloh; motion carried unanimously. <u>311 Workforce Management Software (Charles E.H. Cowen)</u>, \$47,334.00</p> <ul style="list-style-type: none"> ● Purchase of a workforce management software for the 311 Contact Center. ● This software is a necessity for any call center to ensure that the center is staffed properly and to ensure that the staff is working at maximum capacity during the call centers hours of operation. This is critical to ensure that service levels are met. Citizen satisfaction will increase by serving the citizens more efficiently in a timely manner. ● Included in the quote is onsite training. Software maintenance is included in the monthly/annual license fee. Training including travel and expenses is \$18350.00. The monthly license fee is \$1,632.00 Billed annually at \$19,584.00 with a 3 year commitment. Installation fee is \$9,400.00. <p>Please see attached statement of work for the city's responsibilities regarding the resources needed to assist with the installation of this software.</p> <p>Motion to commence discussion by Brian Osterloh; second by Stephanie Yara. Motion carried unanimously. Charles Cowen from 311 Citizen Contact, presented this requested item and discussed the process and the benefits this requested item will bring to the Citizen Contact environment. Brian Osterloh indicated DTI would watch this item closely to ensure this item provides a benefit to the Department. Call to question by Stephanie Yara; second by Tim Skelton. Motion carried unanimously.</p>
<p>Standard Equipment over \$25K Approved by the IT Services Manager</p>			<p><u>APD Homicide Unit - Thinkpads</u>, \$26,643.40</p> <ul style="list-style-type: none"> ● 10 ThinkPads with Docking Station, Dual Monitors, MS Office, and Warranty ● APD Homicide has had new Detectives added to the Unit, and the existed Detectives have old, barely working laptops. With an increase in work-load lately, the entire team will be needing devices - the new staff doesn't have anything, and those who've been there a while need something that will be more reliable, and efficient. Will be swapping out their old computers, and desktops. <p><u>Panasonic CF-20 Toughbooks for RBT & Horse-Mounts</u>, \$54,063.66</p> <ul style="list-style-type: none"> ● 14 Panasonic Toughbook CF-20s with additional battery and Verizon activation. Windows 10 and warranty included in the CDW-G Panasonic bundle ● The APD RBT staff, and the APD Horse-Mount unit, all need new Toughbooks but due to the work they perform, need something smaller and more light-weight than a traditional Toughbook. The CF-20, with its small size and detachable screen would satisfy the needs of these times, allowing them to more effectively perform their job duties.
<p>Review IS Requests over \$25K</p>		<p>0</p>	

Review and Approval of Policies	All		 Employee IT Security Certification Policy.doc  Employee IT Security Certification Standard. Motion to commence discussion by Tim Skelton; second by Stephanie Yara. Motion carried unanimously. The ISC Committee reviewed the updated Employee IT Security Certification Policy. Call to question by Tim Skelton; second by Stephanie Yara. Motion carried unanimously.
New Business		0	
Large Project Status			
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Action Items		0	
Total Time			Motion to adjourn by Brian Osterloh; second by Jesse Muniz. Meeting adjourned at 2:26 pm.