TRC Meeting Minutes

Date: September 3, 2015
Time: 10:00 AM
Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	Peter Ambs
DTI – Application Manager	Brian Osterloh
DTI – Communications Manager	N/P Polo Fierro
DTI – Infrastructure and Operations Manager	Andre O'Brien
DTI – ERP	Jason Fletcher, proxy for Andrea Romero
DTI – APD	Rishma Khimji
AFD	N/P Ralph Waddles
Animal Welfare	Michael Silva
Aviation	N/P Patrick Frias
Cultural Services	Dave Mathews
Cultural Services - Library	John Meier
Environmental Health	Noah Parraz
Family and Community Services	N/P Eddie Andujo
DFAS – Purchasing	Elaine Sacoman
DFAS – Risk Management	N/P Alan Gutowski
Internal Audit	Lew Witz
Municipal Development	N/P Robert Nunez
Parks and Recreation	N/P Matthew Whelan
Planning	Darryn Phillips
Senior Affairs	Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	Ron Dupuy, proxy for Narong (Joe) Saraphon

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on September 17, 2015.
Call to order	Andre		The meeting was called to order at 10:02am.
Roll call	Ramona		There was a quorum.
Approve of the Agendum:	Andre		**Motion to approve the Agenda by Dave Mathews; second by Brian Osterloh. Motion carried unanimously.**
Review Minutes from Previous TRC	Andre	1	Last meeting was held on July 16, 2015. August 6th and August 20th Meetings were canceled. 📄 TRC 2015-07-16_Minutes.pdf **Motion to approve Minutes for the 7/16/15 Meeting by Dave Mathews. Second by Brian Osterloh. Motion carried unanimously.**
Routine Business:		0	
Review TRC Request	All	10	• **Good Measures Platform (Carlos Zayas)**, **$163,000.00.** Cloud based software - Online Nutrition and exercise Improvement Program. Solutions Group will provide all maintenance for the licenses. **Motion to commence discussion by Dave Mathews; second by Brian Osterloh.** **Lisa McNichol-Gatan and Tanya Gallegos, Human Resources,**

			discussed the purchase request item and answered questions from the Committee. Brian Osterloh emphasized that Department of Technology & Innovation will need the capability to close the pathway(s) in the unlikely event that there is a security issue. Call to question/motion to approve purchase by Peter Ambs; second by Dave Mathews. Motion carried unanimously. This purchase request will be reviewed by ISC at the next meeting on 9/9/15. • **Nuvita Live Younger Challenge (Carlos Zayas),** **$135,783.00.** Cloud based software - Online Nutrition and exercise Improvement Program. Nuvita will provide all maintenance for the licenses. **Motion to commence discussion by Dave Mathews; second by Brian Osterloh.** **Lisa McNichol-Gatan and Tanya Gallegos, Human Resources, discussed the purchase request item and answered questions from the Committee. Peter Ambs noted that this will not be treated by DTI as a production system in terms of support priority, but rather as secondary priority for helpdesk tickets. Call to question/motion to approve purchase by Dave Mathews. Motion carried unanimously. This purchase request will be reviewed by ISC at the next meeting on 9/9/15.**
Review and Approval of Policies, Procedures & Standards	All	0	Policies, Procedures & Standards • New: • Revised: • Retired:
Problems, Warnings, Situational Awareness, Saved Rounds?	All	9	Process Notification • **Simulated Phising email test (Arthur C. Montoya).** Phishing Box is an online software application which was approved for purchase in April 2015 by the TRC. It is used to test security awareness. A scripted email is developed and submitted to staff. The results of the testing will indicate who needs additional security awareness training to recognize a phishing email. A scripted email will be developed and submitted to staff throughout the city. The process is to submit a phishing email test to 300 emails recipients at a time. The intention is to test all staff within the next 3 months. It is important to note that these tests will not be used to trick or publicly out or humiliate the person but to be used to educate staff in security awareness. Phishing email process.pdf **Paul Chapman and Peter Ambs gave an overview of the application and reminder to the Committee that this will be forthcoming in the near future to extend approximately one year.** **Paul Chapman provided an update on the FTP solution, indicating that the vendor who was originally selected would not conform to the contract language and terms. Contract negotiations with the remaining approved vendors will start over.**
Total Time		20	**Motion to adjourn by Brian Osterloh; second by Darryn Phillips. Motion carried unanimously. 10:22 am.**