TRC Meeting Minutes:

Date: October 6, 2016
Time: 10:00 AM
Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	Peter Ambs
DTI – Application Manager	Miguel Navrot
DTI – Communications Manager	Paul Chapman/Hipolito Fierro
DTI – Infrastructure and Operations Manager	
DTI – ERP	Andrea Romero
DTI – APD	Brian Osterloh
AFD	
Animal Welfare	
Aviation	
Cultural Services	
Cultural Services - Library	John Meier
Environmental Health	Noah Parraz
Family and Community Services	
DFAS – Purchasing	Rebbekka Tynan
DFAS – Risk Management	
Internal Audit	
Municipal Development	Rachelle Karman
Parks and Recreation	
Planning	
Senior Affairs	
Solid Waste Management	
Transit	Stan Low, Dayna Crawford, Joe Saraphon , and Shawndia Valencia

WHAT	WHO	TIME	AGENDA
Housekeeping:			**Next TRC Meeting is on October 20, 2016.**
Call to order	Andre	0	**Meeting Called to order at 10:03 am.**
Roll call	Sylvia	0	**There was a quorum.**
Approve of the Agendum:	Andre		**Motion to approve the Agenda and add Mobile Device Policy and Procedure to the Agenda by Stan Low; second by Paul Chapman. Motion carried unanimously.**
Review Minutes from Previous TRC	Andre	1	Last meeting was held on July 21, 2016. See attached Meeting Minutes.
Routine Business:		0	
Review TRC Request	All		**Transportation Mobile ticketing app (Stan F. Low),** $63,750.00. • the design and launch of a mobile ticketing application that allows passengers to purchase bus passes through the app, and present the smart phone screen as the bus flash

			pass. • This app will remove from Transit the need to buy machines that accept credit cards and issue bus pass media. The app will allow passengers to buy bus passes anytime, anywhere. For passes purchased through this channel, Transit will not be required to produce any media. **Motion to commence discussion by Brian Osterloh second by Peter Ambs. Motion carried unanimously.** **Stan Low, Transit IT Division Manager, presented the processes to the Mobile Ticketing App, to the ISC Committee. Mr. Low answered the questions from the Committee.** **Call to question by Peter Ambs; motion carried unanimously.**
Review and Approval of Policies, Procedures & Standards	All	0	**Motion to commence discussion by Noah Parraz; second by Andrea Romero. Motion carried unanimously.** Mobile Device Policy and Procedures_Sep **Paul Chapman, Associate Chief Information Officer, discussed the justification and the benefits to the changes made to the Policy and Procedure. The TRC Committee decided to review the policy, and submit their vote via email to Sylvia Martinez. (The Mobile Device Policy and Procedure was not added to the TRC Request application).**
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time		**24**	**Motion to adjourn by Brian Osterloh; second by Paul Chapman.** **Meeting adjourned at 10:27am.**