

TRC Meeting Minutes

Date: July 17, 2014

Time: 10:00 AM

Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
ITSD – Division Manager	Peter Ambs
ITSD – Application Manager	Brian Osterloh
ITSD – Communications Manager	Polo Fierro
ITSD – Infrastructure and Operations Manger	Andre O'Brien
Animal Welfare	Michael Silva
Aviation	N/P Pat Frias
Cultural Services	Dave Mathews
Cultural Services – Library	John Meier
Environmental Health	N/P Danny Nevarez
Family and Community Services	N/P Eddie Andujo
DFAS – ERP	Dennis Pacheco, Andrea Romero
DFAS – Purchasing	Cheryl Vigil
DFAS – Risk Management	N/P Alan Gutowski
Fire	N/P Ralph Waddles, III
Internal Audit (non-voting)	Lew Witz
Municipal Development	Robert Nunez
Parks and Recreation	N/P Tim Martinez
Planning	Tim Skelton
Police	Tim Espinosa
Senior Affairs	N/P Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	N. Joe Saraphon

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on August 7, 2014
Call to order	Andre	1	
Roll call	Tony L.	1	There was a quorum.
Approve of the Agendum:	Andre	1	Motion to approve the Agenda by Brian Osterloh; second by John Meier. Motion carried unanimously.
Review Minutes from Previous TRC	Andre	0	Final of the previous meeting Minutes were not available for vote. They will be included on the August 7, 2014 meeting Agenda.
Routine Business:		0	
Review TRC Request	All	25	<ul style="list-style-type: none"> <u>APD Microsoft Office (Timothy R. Espinosa)</u> – \$428,436.80. 1200 MS GSA Office pro plus licenses, 50 MS GSA Visio STD, and 10 MS GSA Project licenses. The police department as a whole is in need of having Microsoft Office installed on its computers. The software will streamline the work flow of officers and especially supervisors who are constantly being tasked with completing spread sheets and word documents for tracking data. Motion to approve by Brian Osterloh, John Meier seconded the motion; all approved.

		<ul style="list-style-type: none"> • <u>Two Factor Authentication (Timothy R. Espinosa) - \$231,120.00.</u> 2000-NETMOTION 2FAONE LIC 2000-NETMOTION WIRELESS 2FAONE MNT SUP 1Y 5- NETMOTION 1-DAY REMOTE PRO SVCS 1- NETMOTION 1-DAY ONSITE PRO SVCS 2000-2FA OMNIKEY 5025 HID PROX USB READER The Police department in on a timeline to compliant with Federal mandate to have all computers be on Two Factor Authentication for all computers that are connected to law enforcement networks. This product and software will allow us to meet this requirement. Quote includes training from vendor. Motion to approve by Brian Osterloh, Dave Mathews seconded the motion; all approved. • <u>XP Remediation - Mgt Tools (Chris Hollowwa) – \$28,407.50.</u> Remote control/management of end user PCs is a key element of the Managed PC process. Bomgar is a market leading remote control tool. We have no formal tool for remote controlling end user PCs at this time. An essential aspect of managing PC is to be able to remote control PCs that are either on or off the network and operates even if a remote agent is not installed on a PC. This quote covers 3 years of maintenance for the product. Motion to approve by Clint Hubbard, Brian Osterloh seconded the motion; all approved. • <u>AutoAudit (Lewis Witz) - \$17,544.92.</u> The Office of Internal Audit wishes to migrate its workflow from a manual, paper-based process to a fully electronic solution. AutoAudit is an audit management solution designed specifically for Internal Audit shops. The product enables small shops to operate with greater efficiency and to automate selected tasks. AutoAudit will enable the Office of Internal Audit to convert to electronic workpapers. Electronic working papers allow standardization of business processes, enable auditors to spend more time on fieldwork and less on administration, and reduce the use of paper. All changes to electronic working papers are identified by auditor and contain time and date stamps. The product enables remote work paper review by the Audit Director and Audit Manager. Review notes and disposition are entered electronically. The product includes an auditor timekeeping function that will replace the current end-user developed Microsoft Access timekeeping application. Following completion of an audit, audit files are locked to future changes. Future New Mexico Inspection of Public Records Act (IPRA) requests can be processed with greater consistency and efficiency. The Office of Internal Audit compared competing products from CCH TeamMate and ACL. While those products offered additional features, the pricing was cost prohibitive. The attached quotation includes first-year training costs and first-year maintenance costs. The quote also illustrates estimated maintenance costs for years 2-5. Motion to approve by John Meier, Brian Osterloh seconded the motion; all approved.
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Review and Approval of Policies, Procedures & Standards	All	5	Policies, Procedures & Standards <ul style="list-style-type: none"> <u>New: Guide to Securing Networked Printers, Scanners, Copiers, and Faxes</u> Request is for the addition of a security procedure for securing Multi-Functional printers (MFP). This procedure is attached to the parent Information Technology Protection Policy (see attachment for review of parent policy). Motion to approve by Peter Ambs, John Meier seconded the motion; all approved. <ul style="list-style-type: none"> Revised Retired
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time		33	Motion to adjourn by Lew Witz, Robert Nunez seconded the motion; all approved.