

TRC Meeting Minutes

Date: December 18, 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	Kristen Sanders, proxy for Polo Fierro
ITSD – Infrastructure and Operations Manger	Andre O’Brien
Animal Welfare	Michael Silva
Aviation	N/P Patrick Frias
Cultural Services	N/P Dave Mathews
Cultural Services – Library	N/P John Meier
Environmental Health	Noah Parraz, proxy for Danny Nevarez
Family and Community Services	N/P Eddie Andujo
DFAS – ERP	Dennis Pacheco
DFAS – Purchasing	Bernadette Chavez
DFAS – Risk Management	N/P Alan Gutowski
Fire	N/P Ralph Waddles
Internal Audit (non-voting)	N/P Lew Witz
Municipal Development	N/P Robert Nunez
Parks and Recreation	N/P Matthew Whelan
Planning	Darryn Phillips
Police	Rishma Khimji
Senior Affairs	Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	Narong (Joe) Saraphon

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on January 15, 2015. No meeting on Jan. 1, 2015 due to New Year’s holiday.
Call to order	Andre		The meeting was called to order at 10:03 am.
Roll call	Ramona		There was a quorum.
Approve of the Agendum:	Andre	1	Motion to approve the Agenda by Andre O’Brien; second by Brian Osterloh. Motion carried unanimously.
Review Minutes from Previous TRC	Andre	2	Last meeting held 11/20/2014. Meeting scheduled 12/04/2014 was cancelled.  TRC 2014-11-20_Minutes. Motion to approve Minutes for 11/20/14 Meeting by Brian Osterloh. Second by Joe Saraphon. Motion carried unanimously.
Routine Business:		0	
Review TRC Request	All	5	<ul style="list-style-type: none"> Balloon Museum PSC lease (Dave Mathews) - \$28,532.20.

			<p>Five (5) year lease for a Ricoh MPC4503 printer/scanner/copier. Monthly cost of \$210.52 (\$12,631.20 total). Monthly maintenance cost of \$265 (\$15,900 total). Replace of old Canon copier that will be traded in with this lease.</p> <p>Call to question/motion to approve purchase by Peter Ambs. Motion carried unanimously. This item will be heard at the next ISC meeting on Wednesday, January 14, 2015.</p> <ul style="list-style-type: none"> • <u>Shifit Wellness (Anthony J. Ortiz)</u> - \$37,985.00. Cloud based software. Online Nutrition and exercise Improvement Program. Training and Other Associated Costs; ShiFit will provide all maintenance for the licenses. <p>Discussion of purchase request by Lisa McNicols Gatan, Health & Wellness Program Coordinator. She expressed that assistance from DTI will be necessary for technical configuration, email, and access to the program website. The program will also be made available to the employee's spouse or domestic partner. There was an informal question and answer session. Brian Osterloh pointed out that the TRC request for this item lacked an adequate description of the software, making it difficult to review, particularly with regard to security. Call to question/motion to approve purchase by Peter Ambs. Motion carried unanimously. This item will be heard at the next ISC meeting on Wednesday, January 14, 2015.</p>
Review and Approval of Policies, Procedures & Standards	All	0	<p>Policies, Procedures & Standards</p> <ul style="list-style-type: none"> • New • Revised: • Retired
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time		8	Motion to adjourn by Andre O'Brien; second by Joe Saraphon. Motion carried unanimously. 10:11 am.