# TRC Meeting Minute:

Date:  August 4, 2016
Time: 10:00 AM
Location: DTI GRAND CENTRAL, Room 205

| Member | Person Representing (print name) |
| --- | --- |
| DTI – Director/CIO | Brian Osterloh for Peter Ambs |
| DTI – Application Manager | Mario Lucero for Brian Osterloh |
| DTI – Communications Manager | Hipolito Fierro |
| DTI – Infrastructure and Operations Manager | Andre O'Brien |
| DTI – ERP | Andrea Romero |
| DTI – APD | Mark Leech |
| AFD | Ralph Waddles III |
| Animal Welfare | |
| Aviation | |
| Cultural Services | Dave Matthews |
| Cultural Services - Library | John Meier |
| Environmental Health | |
| Family and Community Services | |
| DFAS – Purchasing | |
| DFAS – Risk Management | |
| Internal Audit | Alan Gutowski |
| Municipal Development | Robert Nunez |
| Parks and Recreation | Matthew Whelan |
| Planning | Darryn Philips |
| Senior Affairs | Gary Anderson |
| Solid Waste Management | |
| Transit | |

| WHAT | WHO | TIME | AGENDA |
| --- | --- | --- | --- |
| **Housekeeping:** | | | Next TRC Meeting is on August 18, 2016. |
| Call to order | Andre | 0 | The Meeting was called to order at 10:05 am. |
| Roll call | Sylvia | 0 | **There was a quorum** |
| **Approve of the Agendum:** | Andre | | **Motion to approve the Agenda by Brian Osterloh; second by Dave Mathews.  Motion carried unanimously.** |
| **Review Minutes from Previous TRC** | Andre | 1 | Last meeting was held on July 21, 2016.   See attached Meeting Minutes.<br>**Motion to approve Minutes for July 21, 2016 Meeting by Brian Osterloh; second by Dave Matthews.   Motion carried unanimously.** |
| **Routine Business:** | | 0 | |
| **Review TRC Request** | All | | **Chameleon Weblicensing (Regina Scull),** $13,840.35.<br>• Upgrade AWD and internalize pet licensing services thru the AWD Chameleon data (currently)<br>• AWD is currently outsourcing pet registration; AWD |

| | | | |
|---|---|---|---|
| | | | wants internalize pet lincensing by upgrading and adding to our current software base to save on Budgetary constraints, etc. <br>• HLP, Inc. will and is currently providing the training under the current subscription <br>• Will improve our Budgetary Expenses rate. <br>**Motion to commence discussion by Brian Osterloh; seconded by Dave Matthews.** <br>**No one from Animal Welfare attended the TRC Meeting to present this request. Brian Osterloh, made a Motion to move the next TRC Meeting.** <br><br>**Driver Monitoring System (Peter M. Ennen),** $11,580.00. <br>• We are proposing to have New Mexico Interactive (NMI) develop a bi-weekly data feed of driver license data to be uploaded into our existing Risk Management Information System, Origami Risk. NMI is contracted with the State of New Mexico to be a portal for all Motor Vehicle Data. <br>• Risk Mgt. needs current information about the status of City Operator Permit holders' New Mexico Driver Licenses. <br>• Increased efficiency in Risk operations. We currently process this data manually and it will be automated when this project is complete. <br>**Motion to commence discussion by Brian Osterloh; second by Andre O'Brien.** <br>**Andre O'Brien provided the discussion/presentation for this TRC Request. There were no questions from the Committee.** <br>**Call to Order by Brian Osterloh. Motion carried unanimously** |
| **Review and Approval of Policies, Procedures & Standards** | All | 0 | **Information Technology Commodities** <br><br>Information Technology Commodit <br><br>**Motion to commence discussion by Brian Osterloh; second by Ralph Waddles III.** <br>**Presentation was presented by Andre O'Brien. Andre O'Brien answered questions and concerns from the Committee.** <br>**Dave Matthews, and Brian Osterloh requested in addition Bomgar and Dell PC would remote support geographically, and needed to be included.** <br>**Call to question by Brian Osterloh. Motion carried unanimously.** <br><br>**E-Mail Archiving** <br><br>E-Mail Archiving 8-2.docx <br><br>**Motion to Approve by Brian Osterloh; second by Dave Matthews. Motion carried unanimously.** <br>**With the condition to include Bomgar.** <br>**Call to question by Brian Osterloh. Motion carried unanimously.** |

| | | | |
|---|---|---|---|
| **Problems, Warnings, Situational Awareness, Saved Rounds?** | All | 0 | |
| **Total Time** | | **30 min.** | **Motion to adjourn by Meeting by Brian Osterloh; second by Ralph Waddles III. Motion carried unanimously. 10:35 am.** |