


TRC Meeting Agendum

Date: June 18, 2015

Time: 10:00 AM

Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
ITSD – Division Manager	
ITSD – Application Manager	
ITSD – Communications Manager	
ITSD – Infrastructure and Operations Manger	
Animal Welfare	
Aviation	
Cultural Services	
Cultural Services – Library	
Environmental Health	
Family and Community Services	
DFAS – ERP	
DFAS – Purchasing	
DFAS – Risk Management	
Fire	
Internal Audit (non-voting)	
Municipal Development	
Parks and Recreation	
Planning	
Police	
Senior Affairs	
Solid Waste Management	
Transit	

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on July 2, 2015.
Call to order	Andre		
Roll call	Ramona		
Approve of the Agendum:	Andre	1	
Review Minutes from Previous TRC	Andre	1	May 21 and June 4, 2015 Meetings were canceled.  TRC 2015-05-07_Agendum.pdf
Routine Business:		0	
Review TRC Request	All	5	<ul style="list-style-type: none"> NextRequest IPRA Software (Mark T. Leech), \$17,008.00. As part of ongoing process improvement efforts, the City Clerk wishes to implement NextRequest as a web-based public-facing hub for requests made by the public under the Inspection of Public Records Act (IPRA). NextRequest is a hosted solution originally developed as part of a Code for America Fellowship for the City of Oakland and now also in use at Port of Seattle, City of West Sacramento and the Port of Tacoma.

			<p>It is anticipated that this web based solution will:</p> <ul style="list-style-type: none"> * Reduce the number of IPRA requests made in the first place * Provide tracking of request status (by both public and internal users) * Reduce the cost per IPRA request by providing more opportunities for process improvement * Leverage the existing city open data infrastructure <p>Webinar training included in cost Maintenance/subscription \$17,008 per year</p>
Review and Approval of Policies, Procedures & Standards	All	5	<p>Policies, Procedures & Standards</p> <ul style="list-style-type: none"> • New • Revised: <u>Items with no changes:</u> <ul style="list-style-type: none"> • Policies <ul style="list-style-type: none"> ○ General <ul style="list-style-type: none"> ▪ Employee e-mail use policy ▪ Employee Internet Management Filtering Policy ▪ Employee Internet Use Policy ○ Hardware/Software <ul style="list-style-type: none"> ▪ Enterprise Application and Software Policy ▪ Smartphone Devices ○ Network <ul style="list-style-type: none"> ▪ Network Access Policy ○ Security <ul style="list-style-type: none"> ▪ E-mail encryption policy ▪ Patch and Vulnerability Management • Standards <ul style="list-style-type: none"> ○ General <ul style="list-style-type: none"> ▪ E-Mail Archiving ▪ Unsolicited Commercial/Bulk E-Mail: Blocking Criteria ○ Network <ul style="list-style-type: none"> ▪ Network Cabling ○ Radio <ul style="list-style-type: none"> ▪ Public Safety Voice Radio System ○ Security <ul style="list-style-type: none"> ▪ Computer Abuse Incident Reporting and Response – Definitions ▪ Electronic File and Document Storage ▪ Peer to Peer internet based applications Prohibited Titles Standards <p><u>Items with ISD or DTI or IT director changes to reflect the correct department or position:</u></p> <ul style="list-style-type: none"> • Policies <ul style="list-style-type: none"> ○ General <ul style="list-style-type: none"> ▪ Sensitive Data ▪ Technical Review Committee

			<ul style="list-style-type: none"> ○ Security <ul style="list-style-type: none"> ▪ Access Revocation Policy ▪ Bring Your Own Device (BYOD) ▪ Computer abuse incident reporting response Policy ▪ Computer Security Incident Response Policy ▪ Information Technology Protection Policy ▪ Mobile Device Security Policy ▪ Security Incident Reporting ▪ User ID Security ○ Telecommunication <ul style="list-style-type: none"> ▪ Telecommunications Usage Policy ● Standards <ul style="list-style-type: none"> ○ Security <ul style="list-style-type: none"> ▪ E-Mail Data ▪ Microsoft Windows and Security Updates ▪ Passwords Standard ▪ User IDs ▪ User ID Security Exceptions <p style="background-color: yellow;">The PDF files are located on X:\COA SHARE\TRC-ISC</p> <ul style="list-style-type: none"> ● Retired
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time		15	