


TRC Meeting Minutes

Date: June 18, 2015

Time: 10:00 AM

Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
ITSD – Division Manager	Peter Ambs
ITSD – Application Manager	Mark Leech, proxy for Brian Osterloh
ITSD – Communications Manager	Polo Fierro
ITSD – Infrastructure and Operations Manger	Andre O’Brien
Animal Welfare	Michael Silva
Aviation	N/P Patrick Frias
Cultural Services	Michael Stuart, proxy for Dave Mathews
Cultural Services – Library	N/P John Meier
Environmental Health	Noah Parraz
Family and Community Services	N/P Eddie Andujo
DFAS – ERP	Andrea Romero
DFAS – Purchasing	Elaine Sacoman
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	N/P Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	Stan Low, proxy for Narong (Joe) Saraphon

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on July 2, 2015.
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 Noah Parraz; second by Andre O’Brien. Motion carried unanimously.
Review Minutes from Previous TRC	Andre	1	May 21 and June 4, 2015 Meetings were canceled.  TRC 2015-05-07_Minutes.pdf Motion to approve Minutes for 5/7/15 Meeting by Noah Parraz. Second by Darryn Phillips. Motion carried unanimously.
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

			<p>now also in use at Port of Seattle, City of West Sacramento and the Port of Tacoma.</p> <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> <p>Motion to commence discussion by Darryn Phillips; second by Noah Parraz.</p> <p>Mark Leech discussed the purchase request item, including background and its usage in other cities. Vendor was procured through the City’s e-procurement (Quick Quotes RFQ) method. Call to question/motion to approve purchase by Andre O’Brien. Motion carried unanimously.</p>
<p>Review and Approval of Policies, Procedures & Standards</p>	<p>All</p>	<p>5</p>	<p>Policies, Procedures & Standards</p> <ul style="list-style-type: none"> • New • [Up for] Revision: Items with no changes: <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 ○ 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>The PDF files are located on X:\COA SHARE\TRC-ISC</p> <p>‘Items with no changes’ and ‘Items with ISD or DTI director changes’ will remove the language “To Be Reviewed,” such that these items will now be reviewed on an as needed basis.</p> <p>The revision in the second category has only to do with regard to the [new] Department name and Director’s title. Motion to approve revisions by Mark Leech. Second by Andre O’Brien. Motion carried unanimously.</p> <ul style="list-style-type: none"> • Retired
Problems, Warnings, Situational Awareness, Saved Rounds?	All	2	Mark Leech informed the Committee that an IPRA group is forming, comprised of a selection of City department representatives. The group will review and discuss recent IPRA issues, current processes, and future best practices.
Total Time		17	Motion to adjourn by Andre O’Brien; second by Noah Parraz. Motion carried unanimously. 10:20 am.