

CIMC

City Information Management Committee

Minutes

September 4th, 2014 – City Hall Room 303

10:00AM – 11:00 AM

Meeting called by: Alderwoman Milele Coggs, Chair

Executive Secretary: Nancy Olson, CIO

Attendees:

Members or Alternates Present:

Alderwoman Milele Coggs, Chair, Common Council

Jim Owczarski, City Clerk, Common Council

Debbie Wilichowski, Fire Technical Services Manager, Milwaukee Fire Department
Technical Services Section

Richard Watt, DOA Director, Designee of the Department of Administration

Jennifer Meyer, UCC Manager, Designee of the Office of Mayor Tom Barrett

Jane Islo, Municipal Court, Designee of the Municipal Court Administrator

Richard Watt, Policy and Admin Manager, Designee for the Department of Administration

Members or Alternates Excused:

Martin Matson, City Comptroller

Members or Alternates Absent:

Chuck Burki, Information Systems Director, Milwaukee Police Department

Jim Klajbor, Deputy City Treasurer

Milwaukee Public Library Director or Designee

Support Staff Present:

Nancy Olson, Chief Information Officer, CIMC Executive Secretary

Support Staff Absent:

Melanie Rutledge, Assistant City Attorney

Welcome and Introductions

Discussion: The meeting was called to order at 10:10 AM by the Chair.

Action items:

None

Person responsible: Deadline:

N/A

N/A

Review & approval of March 6th Meeting Minutes

Discussion: None

Conclusions: Jennifer Meyer offered a motion to approve. Motion was seconded by Jim Owczarski. The committee members unanimously approved.

Action items:	Person responsible:	Deadline:
None	N/A	N/A

Records Retention

Department Schedules

Discussion: There were 59 items presented and reviewed by Jackie Block. The schedules pertained to audio video, obsolete schedule due to technology changes, custodial changes moving schedules from DPW to ITMD and City Attorney office schedules. Nancy Olson requested that the ITMD schedules be changed to reflect the records location from 'network' to 'server'.

Conclusions: Jim Owczarski offered a motion to approve, seconded by Debbie Wilichowski. The committee members unanimously approved.

Action items:	Person responsible:	Deadline:
None	N/A	N/A

State Records Board approval of schedules previously approved by the CIMC

Discussion: Ms. Block reported that the State Records Board did not review any City of Milwaukee schedules in their last meeting.

Action items:	Person responsible:	Deadline:
None	N/A	N/A

Old Business: Email Retention City Attorney Opinion

Discussion: None

Action items:	Person responsible:	Deadline:
Held until next CIMC meeting	N/A	N/A

New Business: 2014 IT Audit Activity

Mr. Greg Lotze and Ms. Aycha Sirvanci from the city Comptroller office, Internal Audit section discussed the progress and status of the 2014 audit activity to the committee members.

Mr. Lotze reviewed audit that are in progress:

1. System Backup and Recovery Control Audit was completed and report was issued in July.
2. Citywide Vulnerability Testing which included both internal and external penetration testing. The consultant made various recommendations to strengthen the City security. All findings were distributed to the appropriate data center managers. It is anticipated that the completion/resolution of the audit findings could take 2-4 months. Finance and Personnel Committee should hear this file in the fall.
3. IT Asset Management Audit of ITMD is approximately one third complete.
4. Following up on open IT audit results.

Ms. Sirvanci discussed the 2014 Audit Plan. On the horizon, the CRM audit will postponed until 2015 and the INova

Treasurer System audit will start this fall. Other medium risk audit on the 2014 audit plan included the MPD Tracks system which will be deferred to 2015 due to resource limitations. The 2015 audit plan should be represented to the Finance and Personnel committee in December.

Ms. Wilichowski asked if the departments could have input on the format of future audits to make the results more useable. Format of results of recent reviews were difficult to review and evaluate. Ms. Olson also voiced concerns that the vendor that conducted the penetration test didn't provide useful results. Other issues with the vendor were discussed about the scanning of IP ranges in the Fire dispatch center which could have resulted in performance issues if MFD staff hadn't identified the increase in traffic.

Action items:	Person responsible:	Deadline:
None	N/A	N/A

New Business: Final Report on Email Upgrade (Office 365)

Discussion: Ms. Olson reported that all the departments with exception of the City Attorney (70 of over 3,000 total mailboxes) have been migrated to the O365 email. Mimosa email archive data is now being migrated. ITMD is prioritizing frequent Mimosa users to be migrated first and will likely take at least a year to complete all.

Ms. Wilichowski asked about moving kiosk to client based licenses. Ms. Olson reported that the kiosk license is approximately half the cost of the client license. If a good business case can be made that a user needs a client license a RITs request should be entered.

Action items:	Person responsible:	Deadline:
None	N/A	N/A

New Business: Report Mobile App

Discussion: Ms. Olson reported that the MKE Mobile is in production/testing. The app is available for iPhone and Android devices. Approximately eight to nine call types are included in the app and those types will be changed based on the time of year, for example leaf pickup will change to snow issues in the winter.

Alderman Coggs asked if any other communities in Wisconsin have a similar mobile app. The alderman thought that information would be good to know as we release the product.

Action items:	Person responsible:	Deadline:
None	N/A	N/A

New Business: Cell Phone employee discounts

Discussion: Ms. Olson informed the committee that on the MINT at mint.milwaukee.gov/cell discounts there is information regarding discounts to city employee from several of the cell phone providers. Typical discounts are between 15% and 18%.

Action items:	Person responsible:	Deadline:
None	N/A	N/A

New Business: IT Risk Insurance Application

Discussion: Ms. Olson informed the committee that the City Attorney office has asked ITMD to complete a

questionnaire to evaluate the costs of IT Risk Insurance. Ms. Olson indicated that the ITMD may be contracting members of the committees for assistance in completing the questionnaire from an enterprise approach. Risk insurance covers six different topics covered in this type of insurance. For example, failure to protect sensitive data, social media and web site content/slander, hacker damage, business interruption, cyber extortion.

Action items:	Person responsible:	Deadline:
None	N/A	N/A

Adjourn

Discussion: There being no more business before the committee, the meeting was adjourned at 10:55 AM.

Action items:	Person responsible:	Deadline:
None	N/A	N/A