



CITY COUNCIL TECHNOLOGY COMMITTEE STUDY SESSION
AGENDA
May 26, 2022
5:30 PM

Hybrid Meeting

<https://us06web.zoom.us/j/92935108010?pwd=WGNxQ0NFMmVwM2U3c2Z2Y0pqQkFuUT09>

Committee Members: Councilmembers Brendan McGoffin (Chair); Joe Burns; and Nick Lavacca

Lead Staff: Bill Chambers, IT Director

- 1) **Call to Order:** Roll Call and Announcements
- 2) **Approval of Agenda:** Ask for Motion to Approve
- 3) **Approval of Minutes:** Review Minutes from February 17, 2022, Meeting, and ask for motion to approve
- 4) **IT Director Succession Plan:** Framework for IT Succession Planning should include,
 - a) *A Purpose* – Why do we need a succession plan? Do we have qualified people ready to fill key positions in the short term (three to five years) and in the long term (five to 10 years)? A successful plan will promote more smooth transition when key individuals leave the organization. It can ensure business continuity, and can encourage a strong, prepared source of future leaders, reduce employee turnover, mean less reliance on external placement companies, and result in fewer training and retraining needs.
 - b) *Identifying Key Positions* - Is this a role critical to the success of the organization, and if the person in this role suddenly leaves or is unavailable and the position becomes vacant is the organization at risk? Does the person currently occupying this position hold a good deal of knowledge about processes or other institutional memory that will effectively leave when the incumbent departs the job
 - c) *Identifying the Successor* - The candidate should have the knowledge, skills, potential, and the interest to develop to a level of additional responsibility. Their commitment to the process is integral.
 - d) *Identifying Job Requirements* - What requirements will exist for the key position in the future? Develop an inventory of skills and attributes that will serve as a checklist to determine what a candidate presently offers and needs to develop.

- e) *Building Competencies* - The process must look at building the competencies and skills for current and future organizational needs. Develop a training plan based on these needs.
 - f) *Assessing Progress* - It is essential to assess progress toward the intended outcome.
- 5) **5-Year Technology Strategic Plan:** Framework for a 5-Year Technology Strategic Plan should include,
- a) *Establishing a Steering Committee* - We discussed the possibility of developing the strategic plan jointly with the Technology Advisory Group (TAG). ***I'd like to develop an outline/template with the help of Richard Coleman before setting this up.***
 - b) *Reviewing Conditions* - Get an inventory of the current systems and current and future needs. Try to focus on needs that support the Council's vision and goals for our community.
 - c) *Interviewing Key Individuals* - This may be where the TAG could be most useful, since its members are all key users of technology in each department.
 - d) *Analyzing the Data* - Look at the inventory of current systems and evaluate it against current and future needs.
 - e) *Prioritizing Components of the Plan* – *Do this based on the review of conditions, interviews with key individuals and analysis of the data.*
- 6) **Security Assessments:** I am meeting with Erin Laska from the State Auditor's Office, to get an overview of their IT Security Performance Audit. I will work with Woody to research and evaluate some continual-scanning services that may be a good fit for our situation. We need to be careful not to violate any of our CJIS security requirements in the process.
- 7) **Technology Advisory Group:** Report from Last TAG Meeting
- 8) **Windows 11: Update** - Currently installing on a few supported laptops for testing.
- 9) **City Website and Social Media: Enhancements to Promote Engagement** - I completed the interactive facilities map. Feedback from staff and the public has been positive. I'm now working with Public Works on an interactive projects map.
- 10) **Council Chambers A/V Upgrade:** Based on your feedback, I'd like to concentrate on replacing the existing displays with 86" high-resolution flat panel displays that are positioned so that council, staff and the audience can clearly see them. The next step will be to get vendor quotes for installing individual displays/cameras at each station on the dais and staff area. The price point may require an RFP.

Next Meeting: TBD

Adjourn: