Minutes to IT Subcommittee Meeting 3/29/2012

Attendees: Gary Patteson, Jo Butler, Thea Berkhout, Bob McQueen, Bob Hough, Jenny Crumiller (Council), Lance Liverman (Township),Wendy Rayner (Citizen), Irina Rivkin (Princeton University Liaison), Matt DeCurtis (mindSHIFT), Pat Simon (Consol. Commission Liaison).

Absent: Henry Singer

- Minutes of 3/20/12 approved.

- Joe Stefko joined us for the call.

- Lance Liverman joined the IT Subcommittee as a Township representative. His membership will be formally approved at the next TTF meeting.

- General discussion of CGR timeline. First deadline of April 15 for inventory of existing hardware, software, vendor support**. Bob Hough and Bob McQueen overseeing this task.**

- **Jo Butler and Bob McQueen** agreed to determine the procedural process for us to consider naming one consultant with whom to work in this transition phase, and with the new government. CMIT Solutions and MindSHIFT to be considered. Among the things to be determined was whether this needs to go to bid, and can be done with a waiver. Bob McQueen mentioned he is indifferent to the selection of either one – he has been impressed with MindSHIFT.

- **Gary Patteson** agreed to take responsibility in working with the CFOS to document the existing IT operating expenses and capital budgets for IT. The anticipated operating expense savings is particularly important, as the subcommittee will consider a change in IT support – taking a part time position, and making it full time, so as to free the Director of IT for more strategic issues in the larger municipality. **Bob Hough and Bob McQueen agreed to define the scope of this position.**

- Although not an item identified by the consolidation commission, better records management was a strongly identified need for the municipalities, and **Jenny Crumiller, Wendy Rayner, and Matt DeCurtis** agreed to work on this area, examining the laws and current practices, including police. Matt indicated he would forward information on what is going on in the industry in this area.

- Adopting one phone system was seen as a task we could complete before we know where people will be sitting. There is general dissatisfaction with the Avaya system in the Borough – it was also acknowledged to be technologically behind the times. **Bob McQueen** agreed to investigate the logistics of changing everyone to Mitel phones, and finding the cheapest source, etc.

- **Jenny Crumiller** agreed to lead the effort in investigating setting up and managing a new website.

- **Thea Berkhout, Matt DeCurtis, and Wendy Rayner** agreed to work with Bob McQueen on the selection of an Email system, looking at alternatives, features, reliability, etc.

- **Bob McQueen** agreed to poll GMIS on what is being used by other municipalities as it relates to IT practices – email, website, outsourcing, etc.

Next Meeting : Thursday, April 12, Township Building, Conference Room A