



Town of North Kingstown, Rhode Island

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MINUTES OF THE MEETING OF THE INFORMATION TECHNOLOGY ADVISORY COMMITTEE HELD ON FEBRUARY 8th, 2017 AT THE NORTH KINGSTOWN ADMINISTRATIVE BUILDING, 100 FAIRWAY DRIVE

The Information Technology Advisory Committee convened at the North Kingstown Municipal Offices on February 8th, 2017 at 7:00 p.m.

Present: Jeffrey Wilhelm, Expert Member, Chairman
Jason Umbenhauer, At-large Member, Secretary
Steven Groves, Alternate At-large Member
Jill Johnen, At-large Member
Mark Marinello, Expert Member
Joseph Nagele, Expert Member

Also Present: Michael Forlingieri

Not Present: Jennifer Bousquet, Alternate Expert Member

All of the following votes (except as otherwise noted) were passed by unanimous voice vote of the members present.

1. Call to Order

The Meeting of the Information Technology Advisory Committee held February 8th, 2017 was called to order by Chairman Jeffrey Wilhelm at 7:08 p.m.

2. Notice of Meeting being posted.

Pursuant to RIGL 42-46-6(c), notice of this meeting has been posted on the Secretary of State's website

3. Approval of Minutes – January 11th, 2017

- The Secretary reported that the minutes were not ready in time for the meeting. The approval of minutes was deferred until the next meeting.

4. Discuss request from Finance Director (Ted Przybyla) to review similar analysis tools to Socrata

- The IT Director updated the committee on the status of the request from the Finance Director.
 - The committee provided the IT Director with an option (<https://openspending.org/>) used by other municipalities and he has provided that recommendation to the Finance Director
5. Discuss learning management (for training / onboarding) questions that Jen has put together. Plan the next steps with State Contact.
- The Chairman spoke with Jen Bousquet regarding the status of her contact with the State. Jen developed a list on questions for our meeting with the State contact. The committee reviewed the questions and decided it was best to invite the State contact to the next meeting.
 - The Chairman asked for a volunteer from the committee to reach out to the State contact and have them attend the next meeting if possible. Receiving no volunteers, the Chainman agreed to reach out himself.
6. Discuss the Town BC/DR plan and Michael’s desired deliverable from the group, as well as what we want to present to the Town Council.
- The committee discussed how to present the recommended deliverables to the Town Council. The committee discussed the process and decided to present the recommended plan in “phases” with an aggressive but realistic timeline for implementation.
 - The Chairman discussed with the IT Director and the committee some steps that could be taken ASAP to begin implementing the BC/DR plan.
 - The committee will attempt to complete a detailed plan for the April committee meeting.
7. Discussion of priorities and goals for next meeting.
- Training and onboarding (with successful contact with the State)
 - Invite the Town Council liaison to the next meeting and brief them on our progress
 - Begin looking into the current Streaming Service for suggestions on future initiatives.
8. Public Comment
- None
9. Correspondence
- The Chairman advised the committee that Jen Bousquet is moving out of Town and a replacement for her position on the committee is necessary.

The Chairman declared the meeting adjourned at 07:51 p.m.

Jason Umbenhauer
Secretary