

Technology and Communication Committee Meeting Minutes

Monday, February 7, 2011

Called to Order: 8:42 PM

Minutes handed out – approval will be requested at the end of the meeting.

Agenda:

1. Call to Order
2. Roll Call
3. Approval of minutes
4. Privilege of the floor
5. Old Business
 - a. No outstanding legislation
 - b. Update on efforts with the website
 - c. Discuss potential next steps with the website
 - d. Sign downtown is updated – any discussion
 - e. Update on audios and meeting minutes that need posted to the website
 - f. Update on locating the inventory

Roll Call:

Kathy Rhoads, Chair – Present

Richard Barbera - Present

Mayor Carter - Absent

Privilege of the Floor:

Bette Smith – Asked why the committee was formed and what purpose will it serve going forward.

Chair Rhoads responded: The Technology and Communication committee was formed because we were having issues with keeping the website updated and with decisions regarding what should and should not be on the website. There was confusion because we lacked a point person and process for accomplishing the updates. This committee was formed to ensure that the communication and technology policies of the Village of Seville are adhered or created.

Richard Barbera added: The committee also oversees technology devices and technology purchases for hardware and software. Serving as a coordination of services to avoid duplication and control costs. As for the question of what should be put on website – no one person should have the final say, having a committee involved will avoid political bias and remove any appearance of a personal agenda.

The committee is also cognizant of needed a policy regarding posting events. We need to be equitable in how we handle publishing

The first order of business for the committee is the website and we are focused on a couple of issues that will be discussed in the old business section of this meeting.

Bette commented that she had been following the Village of Seville website and noticed that some meetings were never posted in 2010 others seemed to stop after a while.

Public Record

Rhoads confirmed that no updates had occurred since late October 2010. Names are out of date, events are out of date and Trick or treat still appears as a future event. This committee is working on the issue but after being in existence for a month, we are still struggling with correcting the situation. We will be talking more about the steps we are taking as part of old business.

Old Business:

The website remains out of date. At the last meeting the committee asked the chairperson to hold off on conversations with Brian and pursue an internship or other avenues to address the need. At the time of the meeting Chairperson Rhoads had not pursued creating an internship with any of the area colleges because as I looked at the work to be done, we lacked a clear definition of what was needed, the expectations and will need to gather a few more facts before we pursue that path.

Other avenues that were pursued included:

- An email to Brian Schwartz outlining short term work needed and longer term items that will likely be put out for bid. He responded that he would prefer not to do the short-term items unless they were included in a bid and would welcome the opportunity to bid on the entire body of work once it was put out for bid.

Unfortunately, we do not have enough details to prepare a bid specification.

Rich B. commented that internships are time limited by semester or trimester start – we are now done until summer sessions. Even if you called now, most students who need an internship already have one. Barbera commented it is not likely we will get someone for summer session.

Rhoads stated that we did not have enough information available to us to define the internship position or list what would be expected from someone bidding on this in this role.

For example if you Go Daddy can see files, and some of those files appear to allow update, but their support group does not train you on how to make the updates. We do not have instructions for how to update the website. As far as I know, we do not have anyone who can update the website.

Last year I specifically asked for training in the event that it was necessary I could help out. I know I wasn't the only person who made that request. Training for others was not deemed necessary so it did not occur. So at this time I am not in a position to update the website because I do not know how.

Richard offered a friend to help us out for a fee – he can email him tonight. He is the type of guy if he Short-term service.

Rhoads added that when she realized we didn't have enough information to do bid specs and we lacked someone who could help us out in the short-term, I contacted Tony Harmon, who I know because he is a Karate instructor at the Rec Center where my daughter attends. He is a student at Akron University and is currently taking web development courses.

He has looked at our website and has found several things that are difficult to navigate. Tonight emailing GoDaddy – he is also working with someone who can give him assist who has at 12:30

Tony will call Rhoads tomorrow and if he can't help us out he suggests we go to a web consultant. However, we can try Richard's friend before we go to the web consultant. Rhoads will email Barbera if Tony Harmon is not able to help us out.

Barbera agreed to pursue Harmon as the first plan with contacting his friend as a backup plan. His friend would not be looking for long term work.

Rhoads clarified that the message is that we need short-term help to get the Village out of the current mess with the website. Anyone who helps in the short-term is more than welcome to bid on the longer term items once the committee has the opportunity to pull the bid specs together

Rick Stallard, Council Member in attendance, asked about Don Burson being available to help us out. Don was unable to help us because the update software he once used is no longer on his computer. Without some real work he is not going to be able to figure out how to update the website. The avenue he thought was available to him is not. So we continue to talk with Don

Barbera added that even if Chief Burson could help us out, he has a lot of things already on his plate and really should continue to focus his efforts on the Police Dept. Barbera would rather us pursue another avenue at least until the Police Dept. become more stable. Rhoads agreed. Chief Burson is training new officers, still involved with hiring. Barbera also added Chief Burson is running the Police Dept and working extra shifts himself. Barbera stated Burson has enough on his plate we need to look elsewhere for help. Rhoads agreed.

The immediate focus is to obtain enough services to update the current pages, post the committee notes and audios.

We no longer have a role in the Village that has website updates on their job description. If we intend to do any the website updates in house we need to find a position that can add this to the job description. Rhoads is not aware of any position that currently has that much time to address the update. Rhoads and Barbera then discussed the downside of having an elected official responsible for website updates.

- Elected officials are not permanent – continuity can be lost
- Barbera felt strongly that a government employee is less likely to appear politically motivated. There is also the ability to create a clear escalation path when disagreements regarding posting content occur. Although not a fan of adding more people to the payroll or creating new jobs it may end up being less problematic if we just hired someone to do this role. Rhoads agrees that having an elected official responsible for the updates can raise issues that would not otherwise occur if the updates were handled a different way.
- Rhoads stated that an alternative is to pay for professional services instead of hiring someone. Rhoads suggests the committee consider professional services as an alternative because there has not been a lot of support for hiring additional clerical help for the Village at this time.
- Barbera also suggests that long term, we could delegate updates to an intern.

Barbera stated we need to focus on the short-term and get what we need done and then plan for the long-term as we have several option available to the Village.

Rhoads stated that if she was still talking about updates that hadn't been made at the next Technology Committee Meeting she would not be a happy camper. The committee and 2 audience members agreed that effort should be made in the next 10 to 15 days to address a significant portion of the out of date information.

Barbera offered that for the long-term we could obtain a copy of Medina's bid specs for their technology needs. They just finished a contract and he thinks they would be willing to share. [Barbera provided via email subsequent to the meeting.]

We will need an internal backup for the Calendar and Events.

Rhoads will work on addressing the short-term. In the interim she will also investigate web consultants in the event that Harmon or Barbera's contact were not able to address the short-term needs. Rhoads took the action item to get the short-term needs addressed.

Sign downtown has been updated. Mayor is updating for now. Rick Stallard contacted Girl Scout Troop 703, who will take over updating the board shortly. The plan is to provide updates to Doris Watkins, the troop leader, via email and the updates will be made weekly or as needed. The troop is working on their year of service and this fits into their badge work. Rhoads' daughter is in troop 703, but she was not involved with contacting them. Barbera reminds us to thank the troop once they have done the work for 60 to 90 days.

Update on locating the inventory. According to the emails from Brian Schwartz there were two types of inventory he was involved with while working with the Village.

- Existing hardware software and recommendations for back up and opportunities to fix or improve the equipment or technology related processes. This information cannot be found.
Two alternatives:
 - Rhoads suggested putting the need for the inventory in the bid spec
 - Barbera suggests we give the task to an employee with some instructions on what is needed. Barbera says we must get this addressed. The committee briefly discussed that it might involve about six hours of work.
- What can equipment can be disposed of – Jim Carrick has this list and it is attached to the appropriate ordinance.

Committee agreed the priority was updating the website. Rhoads stated several residents were inquiring as to why the committee minutes were available and when new information would be posted on the website.

Approval of minutes

Rhoads moved to approve the minutes

Barbera, seconded

Rhoads – aye

Barbera – abstained – he wasn't at the last meeting.

Public Record

A quorum was present per Barbera and minutes approved.

One item in new business

Suggest we have civilian participation on the committee like we have on Parks.

Barbera questioned whether the ordinance would

Barbera thought this plan

Also shows effort towards Transparency

Additional expertise might also be obtained.

Training on the Ohio sunshine law will occur on [February 24th](#) at 9:00 AM in Cleveland.

Last call was made for privilege of the floor.

No further business.

Adjourned (time of adjournment was not noted)