



NOT YET APPROVED

INFORMATION TECHNOLOGY SUBCOMMITTEE MINUTES
FOR JULY 2, 2019

MINUTES OF A REGULARLY SCHEDULED MEETING OF
THE **INFORMATION TECHNOLOGY SUBCOMMITTEE**
HELD ON TUESDAY, JULY 2, 2019, AT 6:00 P.M. IN THE
MAIN CONFERENCE ROOM OF CITY HALL, 2000 NORTH
CALHOUN ROAD, BROOKFIELD, WISCONSIN

MEMBER JOHN HUBERT PRESIDING

MEMBERS PRESENT: Al Nosbusch, Alderman Scott Berg, John
Hubert, Alderman Chris Blumer

MEMBERS EXCUSED / NOT PRESENT: Shawn Conaway

OTHERS PRESENT: Director of Information Technology Kevin
Beck, IT Security Manager Mike Clarke, City Attorney Jenna
Merten, Director of Finance and Administration Robert Scott

1. John Hubert noted a quorum present and called the Information Technology Subcommittee to order at 6:00 PM.
2. Minutes of the March 14, 2019 Meeting

Motion by Al Nosbusch, second by Alderman Berg to approve the minutes of the March 14, 2019 Information Technology Subcommittee meeting. Motion carried unanimously.

3. New Business

- a. Website Accessibility

Discussed Federal website accessibility standards and their applicability to the City of Brookfield website. The City of Brookfield is subject to Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

City of Brookfield compliance efforts to date were also discussed. The City implemented the AudioEye solution which uses several strategies for helping insure HTML content posted on the City's website is accessible. The AudioEye Ally toolbar was demonstrated to the Subcommittee. This toolbar provides a number of technologies that assist users with disabilities so they can access content on the City's website.

Strategies for the conversion of PDF documents posted on the City's website to an accessible format were then discussed. The Subcommittee recognized that these documents have value given the nature of the information. Decisions need to be made concerning how long information posted on the website is relevant to users of the website and if older documents could be made available in a physical format rather than being posted on the City's website.

b. Information Technology Policy Review

The updated PCI Compliance Policies were reviewed by the subcommittee.

Motion by Alderman Blumer, second by Alderman Berg to approve the adoption of the PCI Compliance Policies. Motion carried unanimously.

c. Backup and Disaster Recovery Strategies

Discussed various solutions that could be implemented to mitigate the problems involved with business continuity in the event of a disaster. The goal is to restore the server environment in a cost effective manner while minimizing downtime.

The Subcommittee agreed with the staff recommendation of continuing to store backups in the cloud. In the event of a disaster, the backups would be restored and servers built at the cloud provider. Other mission critical processes would be handled by other business continuity procedure already in place.

d. 2019 Information Technology Plan

The 2019 Information Technology Plan was reviewed and discussed by the Subcommittee.

e. Schedule and topics for future IT Subcommittee meetings

Discussed possible topics future IT Subcommittee meetings

4. Adjournment

Motion by Al Nosbusch, second by Alderman Berg to adjourn the Information Technology Subcommittee. Motion carried unanimously. Meeting adjourned at 7:15 pm.