Shared Services Minutes

August 1, 2019
5 pm
L100

Meeting called by: C. Anest
Type of meeting: Strategic Discussions
Facilitator: C. Miner
Note taker: S. Silvia
Timekeeper: NA
Attendees: T. Lane; Dr. Brummett; C. Stamm; C. Miner; S. Silvia
Please read: NA
Please bring: NA

Minutes

Agenda item: Facilities Department
Presenter: C. Anest

Discussion:

• Participants provided brief review of prior meetings with West Hartford and how they have implemented strategic move towards shared services over past ten years with Dr. Brummett.
• T. Lane and Dr. Brummett have held preliminary discussions surrounding concept of sharing facilities department and other similar departments
• Both open to shared services model; additional discussion necessary to construct roles and responsibilities
• Informally discussed current organizational models at both Town and NPS, need to verify and validate actual organization charts
• Excellent time to bring D. Vida and L. Jachimowicz to next meeting;
• Discussed impacted facilities supporting both town and NPS
• Need to identify current “Maintainers” impacted by strategic vision
• Identify and leverage an existing work request system... Town has one system, NPS uncertain
• Custodial services at Town are contracted. NPS is fully staffed
• No layoffs will occur; roles and responsibilities will adjust as attrition occurs. Engage organization to develop strategic organizational model reflecting success of West Hartford.
• Need to review and modify existing Facilities Director job description reflecting future role.

Conclusions:

Share vision and strategic objectives with D. Vida and L. Jachimowicz; acquire input/ suggestions. Invite to next meeting. Garner their respective inputs.

Action items

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<tr>
<th>Item</th>
<th>Person responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>✓ Review Shared Service objectives with NPS</td>
<td>Dr. Brummett</td>
<td>August 26</td>
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<tr>
<td>✓ Invite D. Vida and L. Jachimowicz to next meeting</td>
<td>Dr. Brummett</td>
<td>August 26</td>
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<tr>
<td>✓ Review and Modify existing Facilities Director job description</td>
<td>T. Lane; Dr. Brummett</td>
<td>TBD</td>
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Agenda item: Technology Services
Presenter: C. Anest

Discussion:

• As new Town Hall construction is in progress; engage NPS CIO, C. Holland and Town CIO, P. Boutot to identify best approach to construct common network (Routers, firewalls, software) for Town facilities.
• In scope are NPS, Town, Fire Stations, Police, Mobile, Network security, HIPAA PII, and overall data security
• Consideration to acquire professional consulting services to assist Town and NPS to construct strategic network solution.
• Consolidate Work Request System, and assign data analytics role within future technical services.
• Explore future APP/RFID solutions to assist Town and NPS with administrative tasks.
• Strategically support common network and security solutions. Seek SaaS; PaaS solutions as applicable; Develop technology policies applicable to all governmental departments.
• Leverage experiences of Plainville and West Hartford as they merged technology onto common delivery model.
• Create strategic plan for Newington Information Technology

Conclusions:
Engage P. Boutot and C. Holland at future meetings to share strategic vision of Shared Services and acquire their input/suggestions.

Action items | Person responsible | Deadline
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✓ Extend invitation to P. Boutot | T. Lane | August 26
✓ Extend invitation to C. Holland | Dr. Brummett | August 26
✓ Enter action items here | Enter person responsible here | Enter deadline here

Agenda item: Next Meeting

Discussion:
Next scheduled meeting - August 26th, 4-7 pm