

Information Technology Advisory Board
Madison Heights, Michigan
March 16, 2023

An Information Technology Advisory Board was held on Thursday, March 16, 2023 at 6:00 PM
at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

CALL TO ORDER

The meeting is called to order at 6:02 p.m.

ROLL CALL

PRESENT:

Mark Bliss
Brain Davis
Dale Gardner
Curtis Kogelman
Scott Tuller
Melissa Marsh
Corey Haines
Alternate Paul Timmins
Alternate Sean Fleming

ABSENT:

Alternate Robert Didur

Also in attendance: Linda Kunath – Finance Director

APPROVAL OF MINUTES

1. Minutes from May 4, 2022

Motion to approve the minutes with the edit to move the alternates to the “present” section of the minutes.

Motion made by Bliss, Seconded by Davis.

Voting Yes: Bliss, Davis, Gardner, Kogelman, Tuller, Marsh, Haines

Voting No: None

MEETING OPEN TO THE PUBLIC

REPORTS

2. IT Contractor Service Agreement

M. Marsh updated the board that the current contract with BPI is expiring June 30, 2023.

During the City’s staff internal contractor review process, issues were expressed by all Departments regarding the services provided by BPI. Some of these issues included a lack of communication and timeliness, company depth on certain issues lacking, all IT staff being allowed to be off, offering no coverage for the City at times, and many items outside the scope of services to be billed separately. Therefore, staff contacted Enertron, the next most responsible bidder from the 2020 RFP process.

Staff met with Entertron regarding their services and delivery model. The 3-year annual cost would be \$272,400. BPI contract extension was originally quoted at \$270,000 for one-year but then revised to \$252,000 for one-year.

Numerous members of the board questioned SOC and discussed performance issues. Board has requested a follow-up meeting within 60 days to review resumes and/or job descriptions of key staff as quoted in the proposal, including Chief Information Officer and project managers. They have also requested a quarterly business review to be conducted with staff, with two of these meetings with ITAC.

Bliss also suggested contracting with or hiring a part-time IT consultant to act as a third-party review for day-to-day operations.

Motion to review services with BPI, including discussion of services performance/penalty return to ITAC within 90 days.

Voting Yes: Bliss, Davis, Gardner, Kogelman, Tuller, Marsh, Haines

Voting No: None

3. Information Technology Budget FY 2024

L. Kunath discussed the items included in the IT budget.

ITAC suggested removing references and details about specific security software from the budget footnotes with follow-up regarding the proposed security software.

The budget report was received and filed.

ADJOURNMENT

Chairman Kogelman adjourned the meeting at 7:23 p.m.

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.