



**Ravenna City Council
Information Systems Committee Meeting Minutes
November 16th, 2020**

The public meeting was held via Zoom and live streamed via YouTube. A video recording of the meeting can be found at: https://www.youtube.com/watch?v=DhIG4RCRG_Y&t=1s

Council present via Zoom: Council President Andrew Kluge, Amy Michael, Rob Kairis, Paul Moskun, Cheryl Wood, Tim Calfee, Christina West, and Matt Harper.

Also attending the meeting via Zoom: Mayor Frank Seman; Law Director, Frank Cimino; Police Chief, Jeff Wallis; Fire Chief, Geoffrey Cleveland; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky, and Council Clerk, Chelsea Gregor

The Information Systems Committee Meeting was called to order at 6:35 P.M. by Committee member, Cheryl Wood.

The first discussion item was to consider Gary Bishop as an IT Consultant.

Ms. Wood stated that the topic of an IT consultant is back, and she would like to get him on board sooner than later to help direct the City and give guidance between the City and Quality IP.

Ms. Michael agreed with Ms. Wood and stated that Council does not have the IT expertise to make decisions about what is best, adding that it is something that Council should consider moving forward on.

The fee for Mr. Bishop has not been established yet and it would be on an as needed basis.

Mr. Kairis agreed with what Ms. Wood had said and was for moving forward with Mr. Bishop upon reviewing his contract first. He stated that Mr. Bishop can help to give an objective look at IT issues and concerns, and to help translate the technical verbiage into something more understandable.

Mr. Huff asked Council if it were necessary to get their approval for Mr. Bishop and they stated that they would just need to get the approval for the Mayor to sign a contract for Mr. Bishop.

- The item was moved forward

The second discussion item was to Manage Security Agreement.

Ms. Wood stated that Quality IP proposed a couple of cyber security protection items after the results of a spam email test. There was an advanced scan protection for \$2.00 a month per user. The City did purchase cyber security insurance which helps with protection. Quality IP gave two separate security options at \$2 and \$4 each. The \$2.00 option can be added to the City's Microsoft program which would be an advanced scan protection on emails.

Mr. Kluge stated that more people will be working from home as the pandemic numbers rise again, adding that it will benefit those people as well.

Mr. Huff stated that the item is a good example of what Gary Bishop would be able to look at and help Council with.

Mr. Kairis stated that he was for moving forward with the \$2.00 protection that is separate from the 2-piece combined original quote.

Mr. Kluge suggested that Council should consider some of the training for employees, referring to the phishing email test.

Mr. Kairis stated that he was for looking into the other part of the original quote, that would include training, but for now to move forward with the \$2.00 protection and then investigating into the training.

Ms. Wood said that she would check to see if Quality IP would be available to do a presentation at the Committee of the Whole to answer any questions.

- The item was moved forward

There being no further business for discussion, the meeting adjourned at 6:50 P.M.

ATTEST:

Clerk of Council

**Cheryl Wood, Chairperson
Information Systems Committee**