Meeting Minutes  
*Berkley Technology Advisory Committee*  
October 17, 2018

**PRESENT:**  
Mike Swantek  
Stan Lisica  
John Correia  
Jim Cannon  
Mark Owens  
Aaron Pace  

**ABSENT:**  
Dave Jacobs  
Steve Baker

**SEPTEMBER MINUTES APPROVAL**

Motion to approve: Correia  
Seconded: Cannon

YES: Pace, Swantek, Lisica, Cannon, Owens, Correia  
NO: None

**COMMENTS FROM CITY STAFF**

- Introduction of meeting room at public safety and it’s new renovation  
- Safety briefing

**ORDER OF BUSINESS**

- Microsoft Teams Demo and TAC Organization  
  - Overview of ownership and usage of the app  
  - Posting of minutes and agenda  
  - Microsoft Blog post regarding teams and it’s usage

- Review of Berkley’s Digital Communication  
  - City website overview  
    - Water main break was posted as a part of news this week that popped up during visiting the homepage  
    - Mobile site may be difficult to navigate  
  - Nextdoor  
    - Not used officially for city communication  
  - Facebook  
    - City of Berkley Official Page – 3,500 followers  
    - Berkley DPS Official Page – 3,100 followers  
    - Resident Berkley Groups – 2,800 – 4,800 followers  
  - Twitter  
    - Mainly a linking tool for Facebook posts  
    - 1,800 followers

- Berkley Mobile App  
  - Mainly a service request application  
  - Allows you to sign in and create an issue that is tracked with the city
- Links to city content in web windows
  - Learnings from Troy
- CEAC Meeting review
  - Invitation to Jay Grossman and Jon Long to TAC meeting
- How do we turn city data into a positive experience for residents
- Utility bills and lowering city operating costs with technology
- Disaster Recovery Plan Review
  - Still a work in progress
  - Using FEMA templates to design
- Stan
  - Social media policies – needs work
  - Computer usage policies – needs work
  - Audits
  - Policies in place for internal IT
    - Security awareness training
  - Field trips
    - Public safety - November

ASSIGNMENTS FOR NEXT MEETING
- Reach out to establish a contact with Oxford Towers – Cannon

VOTE FOR NEXT MEETING TIME

Proposed meeting date and time: November 14th at 6:30pm at Public Safety – 2nd Floor

YES: Swantek, Correia, Owens, Lisica, Cannon, Pace
NO: None