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INFORMATION TECHNOLOGY (IT) COMMITTEE MEETING MINUTES

Date: October 30, 2009
Time: 9:00 a.m.
Location: 3304 SE Lake Weir Avenue, Suite 2, Ocala

MEMBERS PRESENT

Rusty Skinner (Chair), Roberta Brant, Cheri Erskin (via conference call)

MEMBERS ABSENT

Carol Eurton, Donna Dodson

STAFF MEMBERS PRESENT

Roseann Fricks (Executive Director), Sherry Doyle (Finance Director), Tee Rosario (Support Services Director)

OTHER ATTENDEES

Brandi Cooney (Childhood Development Services, Inc. (CDS) Early Learning Manager)

CALL TO ORDER

Rusty Skinner called the meeting to order.

ROLL CALL

Tee Rosario called roll and a quorum was present.

CONSENT AGENDA

Roberta Brant moved and Cheri Erskin seconded the approval of the Consent Agenda. The Consent Agenda included the IT Committee Meeting Minutes from July 24, 2009. The motion carried unanimously.

DISCUSSION ITEM

IT

As recommended by the IT Committee, ELCMC began looking at options for management and direction of the IT system to better serve ELCMC's customers (parents/caregivers and child care providers). Roseann Fricks met individually with Roberta Brant and Cheri Erskin to discuss IT system options and availability through their expertise and knowledge as far as private sector and child care provider business individuals.

A meeting was scheduled at Childhood Development Services, Inc. (CDS) to meet with a team from Sun Digital and staff from CDS and ELCMC to discuss the school readiness eligibility process.

In compliance with procurement policy, ELCMC acquired two quotes: one proposal from ITTPRO, Inc. in the amount of \$47,500 and another proposal from ELCMC's current IT vendor, Sun Digital, Inc. for \$24,900 for the software design only. Roseann Fricks discussed the Sun Digital proposal and flowchart in detail. Sun Digital has clearance to work with the State because they have created a software program for the Risk Management department of a community college.

The software design will take parents/caregivers through steps as they complete the initial school readiness eligibility on-line process and if there is a "no" answer, ex. "Are you a resident of Florida", the program will not proceed and ask the parents/caregivers to contact CDS. Or if the parents/caregivers do not have the appropriate documents needed for eligibility as requested, the computer program will state that they cannot proceed with the eligibility process and ask them to continue the process when they have the appropriate documents. Roberta Brant stated that this is an on-line completion process that is non-offensive to parents/caregivers.

ELCMC requested that the software be maintained as a separate server from EFS (Enhanced Field System) recognizing that at this point the information entered will need to be manually entered by staff into EFS for

