



**CITY OF MADISON HEIGHTS**  
**CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE RD.**  
**INFORMATION TECHNOLOGY ADVISORY COMMITTEE**  
**MEETING AGENDA**

**MAY 04, 2022 AT 6:00 PM**

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**CALL TO ORDER**

**ROLL CALL**

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

1. Review and Approve Minutes from December 1, 2021

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

2. BPI - Quarterly Report

**ADJOURNMENT**

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.

**MINUTES****INFORMATION TECHNOLOGY ADVISORY COMMITTEE****SPECIAL MEETING – December 1, 2021****Executive Conference Room – 300 West 13 Mile Road Madison Heights, MI****Call to Order**

Chairman Kogelman called the meeting of the Madison Heights Information Technology Advisory Committee (ITAC) to order at 6:00 p.m.

**Roll Call**

Present: Bliss, Kogelman, Davis, Tuller, Gardner, Didur (Alternate), Marsh, Haines, Blackburn

Also present: Chris Morison - BPI, Michelle Robison – BPI, Timmins (Alternate)

Absent: Flanagan, Fleming (Alternate)

**Minutes from May 19, 2021**

Motion by Davis supported by Didur to approve the minutes of the Special Meeting from May 19, 2021.

Yea: Bliss, Kogelman, Davis, Tuller, Gardner, Didur (Alternate), Marsh, Haines, Blackburn

Nay: None

**Additions to the Agenda**

Motion by Bliss, supported by Tuller, to add Microsoft 365 pricing and update to the agenda.

Yea: Bliss, Kogelman, Davis, Tuller, Gardner, Didur (Alternate), Marsh, Haines, Blackburn

Nay: None

**Information Systems Summary Assessment**

James Blackburn from BPI reviewed the Information Systems Summary Assessment, including risk, items that need attention, 2022 strategic planning technology items, Microsoft 365.

There was a detailed discussion regarding Microsoft 365 and security and annual pin training.

Motion by Didur, supported by Tuller, to recommend to Council and Staff to implement Microsoft 365 ahead of schedule this fiscally year (2022) with a budget amendment.

Yea: Bliss, Kogelman, Davis, Tuller, Gardner, Didur (Alternate), Marsh, Haines, Blackburn

Nay: None

Motion by Tuller, supported by Didur to concur with the details of strategic planning items as budget and operations allow with the addition of annual security awareness training and pen testing before and after each training cycle.

Yea: Bliss, Kogelman, Davis, Tuller, Gardner, Didur (Alternate), Marsh, Haines, Blackburn

Nay: None

**Extension of BPI contract**

Based on the update given by BPI staff and the plan for the upcoming years, ITAC recommends an extension of the BPI contract for 18 months to consider with the City's fiscal year and budgeting.

Motion by Tuller, supported by Davis, to recommend the extension of the BPI contract until June 2023.

Yea: Bliss, Kogelman, Davis, Tuller, Gardner, Didur (Alternate), Marsh, Haines,

Nay: None

Abstain: Blackburn

**Adjournment**

Having no further business to discuss before the Committee, Chairman Kogelman adjourned the meeting at 7:40 p.m.