

Date: February 15, 2019

Date Minutes Approved: February 20, 2019

IT STEERING COMMITTEE –subcommittee meeting

Present: Julia Adams, Alex Chin, Lt. Chip Chubb, Kathleen Glynn, Cheryl Lewis, Mary Beth MacQuarrie, Scott Lambiase

CALL TO ORDER: 9:30 am.

NEW BUSINESS: Review of submitted RFPs

The committee reviewed the three submitted RFPs based on our selection criteria. The committee unanimously opted to clarify project manager experience for one of the vendors by contacting clients listed as references and to clarify dates of the referenced projects listed by another vendor.

The sub-committee will reconvene on Wednesday, February 20, 2019 to complete the review of the submitted RFPs.

MINUTES: Kathleen voted to approve the minutes. Alex approved. Chip seconded. Vote: Unanimous.

ADJOURNMENT: 11:15 am. At approximately 11:15 am, Kathleen moved to adjourn. Seconded by Alex. Vote: Unanimous.

Minutes submitted by Cheryl Lewis

