

**BUDGET AND OPERATIONS COMMITTEE OF THE
CONNECTICUT GREEN BANK
Minutes –Regular Meeting
Monday, April 27, 2015**

A regular meeting of the Budget and Operations Committee (“Budget Committee”) of the Board of Directors of the **Connecticut Green Bank (the “Green Bank”)** was held on April 27, 2015, at the office of the Connecticut Green Bank, 845 Brook Street, Rocky Hill, CT.

1. **Call to Order:** Mr. Klee called the meeting to order at 1:39 pm.

Members Attending: Rob Klee (Chair), Mun Young Choi (Phone), Norma Glover

Staff Attending: Bryan Garcia, Mackey Dykes, Brian Farnen (Phone), Bert Hunter (Phone), and Cheryl Samuels.

2. **Public Comments:**

There were no public comments.

3. **Approval of Meeting Minutes:**

The Budget Committee members were asked to consider the minutes from the February 25, 2015 meeting.

Ms. Glover requested that a correction be made on the minutes. She advised that the minutes incorrectly stated that Mr. Dykes was present by phone as well as in person. It was agreed that the by phone section be removed.

Upon a motion made by Ms. Glover, seconded by Mr. Choi, the Budget Committee members voted unanimously in favor of adopting the February 25, 2015 meeting minutes with the above change.

Resolution #1

Motion to approve the minutes of the Budget and Operations Committee meeting for February 25, 2015.

4. **New Green Bank IT Platform:**

Mr. Dykes explained that IT has been an ongoing source of frustration. He advised that this had been brought up at the last meeting. He noted that IT was an issue while going through planning and succession. He advised that staff is looking at cloud computing as opposed to an internal IT department (that the Green Bank shares with CI). He explained that by utilizing cloud computing, the Green Bank would obtain better system functionality. Mr. Dykes also advised that by moving

from physical servers to cloud based ones, a lower cost to the Green Bank would result and would provide anytime, anywhere availability to staff.

Mr. Dykes also stated that this type of system scales on demand, which will allow for more flexibility and less planning for physical IT infrastructure since additional capacity would be added in a virtual context. Mr. Dykes advised that this service will be provided by Amazon Web Services via Adnet, the IT services company that currently provides IT services to the Green Bank via the CI shared services arrangement. He also advised that the Green Bank will continue to utilize its current cloud-hosted email service. Mr. Dykes then explained that the current phone system is the largest area of frustration, with lost connections being experienced, most notably in Stamford. He explained that by utilizing the cloud based service for phones, this will alleviate that frustration and stop the dropped calls that they currently deal with now.

Ms. Glover questioned whether or not any voicemail messages would go directly to the cell phones.

Mr. Dykes advised that they will receive a transcription of all voicemails via email and that all phone capabilities will be mobile on the device utilized.

Mr. Klee asked if this is a voice over Internet system and if hot spots and mobile are offered as a package.

Mr. Dykes advised that the Green Bank will pay for the monthly service of those needing constant availability, but it is "bring your own device" arrangement. He advised that everything will be available on a mobile basis. Mr. Dykes went on to say that there will be a secure space for data that needs to be saved. Mr. Dykes also advised that there is a 99.9% uptime guarantee.

Mr. Klee asked if there was a need for a fast connection to the cloud based system.

Mr. Dykes advised that they are having a connection installed in Rocky Hill in July or August. He advised that the Stamford office already has this in place. Mr. Dykes also stated that once the connection is installed that the overall new platform would be in place within approximately three weeks. Mr. Dykes advised that this new system will utilize remote support by Adnet and that 90% of issues can be fixed remotely. Any other issues that cannot be fixed, will be fixed by a technician that will come into the office on regularly scheduled visits.

Ms. Glover asked what is left with CT Innovations.

Mr. Garcia advised that they're still sharing HR as well as a receptionist.

Ms. Glover questioned how Mr. Hunter's financial data will be affected.

Mr. Dykes advised that it will go cloud based, but that he will have access remotely as well as within the office. The remote access will go through a VPN.

Mr. Hunter questioned that for staff working remotely, will they go straight to the cloud to access shared data.

Mr. Dykes advised that initially staff in this situation will connect to the VPN for security purposes and then directly go into the cloud. He advised that if they are in the office, the VPN is connected so there will be no special connection needed only if they're telecommuting. Eventually, possibly after adding the Sharepoint network service, connections would be direct to the cloud without the additional VPN step.

Mr. Farnen advised that they will be editing the contract to make sure that they meet FOIA regulations.

Mr. Klee asked if this offers any sort of video chat or conferencing between offices.

Mr. Dykes advised that there is something called Microsoft Lync, which will provide internal video conferencing. If it works well they may utilize that service for external videoconferencing

Mr. Klee asked for the cost.

Mr. Dykes advised that it will be \$44,000 to get the system up and running, with an annual cost of \$164,000. He advised that the current system costs just over \$250,000. He explained that they will be saving \$90,000 per year. He also stated that they will recoup the startup cost within six months.

Mr. Choi asked if there will be a need for an in house IT department.

Mr. Dykes advised that they will utilize a remote Help Desk serviced by Adnet similar to what is done today.

Ms. Glover asked Mr. Garcia if he approves of this.

Mr. Garcia explained that yes, this is a good opportunity and that it will improve productivity and reduce costs as well as offering staff access to data anytime, anywhere.

Upon a motion made by Ms. Glover, seconded by Mr. Choi, the Budget Committee members voted unanimously in favor of approving the new cloud based IT Platform.

Resolution #2

RESOLVED, staff is directed to implement the above recommendations and build an independent information technology platform and capability for the Connecticut Green Bank;

RESOLVED, that the Budget and Operations Committee authorizes the Green Bank staff to execute a definitive agreement with ADNET Technologies, LLC based on the

terms presented in the memorandum to the Budget and Operations Committee dated April 20, 2015 in an amount not to exceed the amounts outlined in tables 1 and 2 of such memorandum; and

RESOLVED, that the proper Green Bank officers are authorized and empowered to do all other acts and execute and deliver all other documents as they shall deem necessary and desirable to effect these Resolutions.

5. Other Business:

Mr. Dykes provided feedback regarding the budget and planning cycle. Mr. Dykes advised that the Rocky Hill and Stamford offices are in need of additional space. He advised that they are working with the owners of the current building to develop plans to expand. He advised that there are still 6 years left on their current lease. He advised that across the lobby there is some space that the management company currently occupies. He advised that they would be willing to offer that space up to the Green Bank at an additional cost of \$38,000 annually. This would give the Green Bank an additional 2000 square feet.

Ms. Glover voiced concern and requested more information on the need for additional space if they're not hiring additional people.

Mr. Dykes explained that they are currently short on space and that they have people sharing offices. He also explained that programs within the Green Bank are growing and that additional space is needed.

Mr. Klee asked if there is an option to reconfigure the existing floor plan.

Mr. Garcia advised that they need to look at all options prior to adding additional space. Mr. Dykes agreed.

Mr. Hunter explained that there is really no space for those that come to the office to work that don't consistently work out of the Rocky Hill office and that it is affecting productivity.

Ms. Glover advised that she felt that poor decisions on space have been made in the past.

Mr. Garcia advised that they need to look deeper and come up with a plan.

Mr. Klee stated that they need to come up with some options and revisit this at another meeting.

Ms. Glover stated that she wants to be sure that the Green Bank is making an impact and accomplishing what they were set out to do but is concerned that we carefully think through any additional space requirements.

6. Executive Session:

Upon a motion made by Ms. Glover, and seconded by Mr. Choi, the Budget and Operations Committee went into Executive Session for personnel related matters from 2:32 PM to 2:40 PM.

7. Adjournment:

Upon a motion made by Ms. Glover, seconded by Mr. Choi, the Budget and Operations Committee members voted unanimously in favor of adjourning the April 27, 2015, meeting at 2:44 p.m.

Respectfully submitted,

Robert Klee, Chairperson of Budget
Committee