Topics for Discussion

- Memo to Directors
- Telecommuting Policy – AP 3-36
- Tools & Help
- Opportunities for Council Members to leverage virtual meetings
Emergency Telecommuting Policy

Administrative Procedure 3-36

• Provides administrative controls
• Allows departments options for eligible employees regarding Stay Home Work Safe
• Telecommuting agreement form must be signed
  - Great opportunity to use DocuSign!
Most Impactful Tools
Service Now Portal for IT Service Requests & Info

https://houstontx.service-now.com/esp/

- Remote Work Checklist
- Links & videos to training for O365 & WebEx
Most Impactful Tools

• **Virtual Private Networking (VPN)**
  - Allows users to connect to systems and data inside the City’s enterprise environment over a secure connection
  - VPN is only required for select COH solutions
  - Any device using VPN must remain compliant with COH security standards
  - If needed, VPN access can be requested through the Service Now portal
Most Impactful Tools

• **Office 365**
  - Email, One Drive, Teams, all Office apps, Sharepoint Online, etc.

• **Virtual Meetings**
  - Microsoft Teams
    • already licensed to all COH employees for full web-conferencing
    • All **COH managers** (except HPD), all **MYR & CNL staff** have ability to schedule Teams meetings with external audio conferencing dial-in telephone #’s in addition to web-based audio
      • Up to 250 full participants
      • Includes Teams LIVE EVENTS for up to 10,000 participants

  - **Cisco WebEx**
    • Free for COVID-19 crisis (licenses will be fee-based later)
    • Up to 1,000 participants (expanded from 100 to 1,000 for COVID-19)
Teams Training & Familiarization

- Weekly Teams Introduction training sessions (Wednesdays and Thursdays)
- Training completed TODAY with 26 members of City Council staff
- Links to web videos and training materials on Service Now portal
- Teams Intro
- Teams Demo
Another impactful tool…

DocuSign®
Opportunities for City Council to explore

- Public Safety Committee
  - Thursday April 9th
  - 11:00am
  - All-virtual using Teams & Teams Live Event
  - To do: getting Council Members ready with equipment, Teams familiarization, understanding audio etiquette

- Possibilities for the future...
  - Other City Council committee meetings
  - Virtual meetings with district constituents
  - CIP meetings
  - Planning Commission meetings
  - Etc.
Questions?