Meeting Minutes

IN.gov, Town of Lapel | 8/8/2023

Meeting/Project Name: Town of Lapel – Website Inquiry Presentation	**Time:** 1:00 PM ET
Prepared By: Clarissa Rodda	**Location:** Teams

1. Meeting Objective

Discuss the IN.gov Program Offerings with Town of Lapel

2. Agenda:

- Introductions
- IN.gov Program
- Questions
- Next Steps

3. Attendees

Name	☒	Department/Division	E-mail	Phone
Dax Norton	☒	MS Consultants	dnorton@msconsultants.com	
Teresa Retherford	☐	Town of Lapel	teresa@lapelindiana.org	
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Clarissa Rodda	☒	IN.gov	clarissa.rodda@tylertech.com	

4. Minutes

Discussion

Overview of the IN.gov Program

- We have been partners with the state for over 25 years. Our company is Tyler Indiana and a division of Tyler Technologies our home company.
- In that time we've managed or created over 225 state websites and over 125 online services.
- In the past 4 years we've gotten over 100 awards, including 1st place in the 2019 Digital Government Experience Awards
- If you come on board with the IN.gov program, Town of Lapel will be able to take advantage of several of the IN.gov Tools and Services available to our agencies and locals including:
  - Squiz Matrix – our easy to use, no code, content management system (CMS)
  - Funnelback search
  - Google Analytics
  - Siteimprove
  - Web Accessibility Tools
  - Online Hosting and Support

- 20 Support tickets a month at Enterprise level
- **4** Support tickets a month at Professional level – this is the level that the town of Lapel falls into with removal of the news blog articles and dated ordinances. Otherwise the site is over 1600 pages.
- 1 Support ticket at the Basic level
  - Choice of a fully responsive template that we are in the process of refreshing this year.
    - With several customization options including color choice, images, layouts, etc.
      - 3 Templates to choose from:
        - Informational: https://www.in.gov/counties/randolph/
        - Marketing: https://www.in.gov/localhealth/blackfordcounty/
        - Adaptive: https://www.in.gov/towns/winamac/
    - Designs are periodically refreshed at no cost to locals in order to take advantage of new technologies.
  - Payment processing at no cost to the local
    - Done under a convenience fee model of $0.40 + 1.96% passed on to the end user.
  - The security and brand recognition of the IN.gov program
    - SSL certificates at no cost to the local
    - High availability and disaster recovery
    - Industry security standards for a major government body
    - Security and Privacy URLs
      - https://www.in.gov/core/security.html
      - https://www.in.gov/core/privacy.html
  - No contact or implementation costs
    - Everything is covered under the rates listed in the presentation.
    - Town of Lapel is able to walk away at any time.

Questions
- Town of Lapel currently has a website here: http://www.townofLapel.com/
  - Current site is currently over 1600 pages, but with the removal of the news blog and dated ordinances it decreases the site to around 100 pages and documents which puts the site in the Professional Package at $1200/year or $100/month.
    - Note: we would need to identify the base pages to migrate.
- Town of Lapel wanted to know about emails.
  - All done through Google Workspace
  - Action Item: IOT will send all the info on emails.
- No limitations on the amount of pages and files
  - There is a file and images folder.

Next Steps
- Clarissa to provide the following information as email attachments.
  - Copy of these notes
  - The flier for the IN.gov Program
  - Flier on payment processing
  - A copy of the presentation we just went over.
  - Your sitemap as it currently exists, which includes all of the news articles and dated ordinances that we are recommending to remove to fit in the professional package.
  - Calendar Information: https://www.in.gov/inwp/tools/calendar/
  - Examples of some sites that we have done:
    - https://www.in.gov/counties/martin/
    - https://www.in.gov/localhealth/sullivancounty
    - https://www.in.gov/cities/ligonier/

- - https://www.in.gov/towns/new-whiteland/
  - https://www.in.gov/localhealth/knoxcounty/
- Next steps would be to complete this questionnaire when you determine if you would like to move forward. https://in.accessgov.com/iot/Forms/Page/iot/ingov-local-design-worksheet/0.
  - Then email Clarissa to set up a meeting with Kevin O'Keefe to discuss needs and options.
- Town of Lapel to determine if they would like to proceed with a site.
  - If approval to move forward granted, Clarissa will set up a follow up meeting to discuss options with our Director of Creative Services and Clarissa will send over the questionnaire to get the ball rolling.
    - Clarissa will follow up with Town of Lapel on 08/22/2023.

5. Decisions/Issues

Action	Assigned to	Due date

6. Action Items

Action	Assigned tor	Due date
Deliverables from Clarissa	IN.gov	COMPLETE
Send info on emails	IN.gov - Kasey	08/10/2023
Approval to move forward	Town of Lapel	TBD

7. Next Meeting Information

Next Meeting Date:	Select date	Time:	Click or tap here to enter text.	Location:	Click or tap here to enter text.

Objective:	
Topic:	
Topic:	
Topic:	