

Town of Melbourne Beach

MINUTES

TECHNOLOGY ADVISORY BOARD TUESDAY, AUGUST 26, 2025, 5:00 P.M. COMMUNITY CENTER – 509 OCEAN AVENUE

Board Members:

Member Bruce Larson
Mascaro
Member Jennifer Lervold
Member Marc Lower
Member Corinne Rodrigo
Member Steven Rodrigo

Alternate Board Members

Alternate Gail Gowdy

Staff Members:

Town Manager Elizabeth

Town Clerk Amber Brown

1. Call to Order

Town Attorney Ryan Knight called the meeting to order at 5:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call.

Board Members Present:

Member Bruce Larson
Member Jennifer Lervold
Member Marc Lower
Member Corinne Rodrigo
Member Steven Rodrigo

Staff Members Present:

Town Attorney Ryan Knight
Town Clerk Amber Brown

Board Members Absent

Alternate Gail Gowdy

Town Attorney Ryan Knight led the Pledge of Allegiance.

3. Election

A. Chairperson

Member Marc Lower made a motion to appoint Bruce Larson as the Chairman; Member Jennifer Lervold seconded; Motion carried 5-0.

B. Vice-Chair

Chairman Bruce Larson made a motion to appoint Jennifer Lervold as Vice-Chair; Member Marc Lower seconded; Motion carried 5-0.

C. Secretary

Member Corinne Rodrigo made a motion to appoint Steven Rodrigo as Secretary; Vice-Chair Jennifer Lervold seconded; Motion carried 5-0.

4. **Public Comment**

Tim Reed – Thanked everyone for being on the Board.

5. **Town Attorney Report-Legal Review Presentation**

A. Sunshine Law and Public Records

Town Attorney Ryan Knight spoke about how the Sunshine Law applies to all of the Board Members. Any topic related to the Board's function and duties upon which it could conceivably decide must be held at an open, advertised public meeting of the Board. Notice of the Board meetings must be published in advance. Assume a decision you've made in the past could come back to the Board for further decision. Do not "reply all" on emails where other Board Members are on it.

Town Attorney Ryan Knight spoke about the Public Records Law and that it applies to all of the Board Members.

B. Responsibilities of Members

Town Attorney Ryan Knight spoke about the Resolution that created the Technology Advisory Board and the responsibilities of the members.

6. **New Business**

Chairman Bruce Larson spoke about amending the agenda to expand the discussion of how the Board works.

No objections.

Chairman Bruce Larson spoke about questions from a Commission meeting. One question that was brought up was having access to the Town systems. The Board most likely does not need access to the systems at all. Another question was taking too much staff time. Things should be funneled through the Town Manager. Additionally, he spoke about a concern with the term limit established by the Resolution that created the Board, because some systems need to be

budgeted and might have to wait until the next budget cycle, which could be impacted by a board member changing.

Chairman Bruce Larson spoke about priorities, project management, and items to focus on. He suggested choosing a member to lead research on topics.

Member Corinne Rodrigo asked if the Board was being asked to determine how the Town measures up to the CSF.

Chairman Bruce Larson asked the Town Clerk about what would constitute a burden to Town staff in terms of utilizing them as a resource.

Town Clerk Amber Brown spoke about the Board researching topics themselves rather than expecting staff to.

Chairman Bruce Larson spoke about the Town likely having on-site servers and other equipment versus off-site hosting.

Town Clerk Amber Brown confirmed that servers were still onsite with backups.

Vice-Chair Jennifer Lervold asked what the plans are to maintain and upgrade infrastructure since the Town has to host it itself.

A discussion ensued on what, if anything, is required to be reported to the state and how the Town is currently handling that.

Town Attorney Ryan Knight explained that the only requirement from the state in regard to cybersecurity was to pass a resolution, which has been done. He also spoke about there being Florida State Statutes that relate to how hackers are dealt with.

Chairman Bruce Larson spoke about the learning objective that staff already had to complete regarding cybersecurity, phishing, etc.

Member Corinne Rodrigo asked if the Town has had cybersecurity incidents in the past. She spoke about recommending MFA [multi-factor authentication] for accounts.

A discussion ensued on the cadence for scheduling future meetings.

- A. Assist the Town in resolving any problems with getting the reporting timely from Deckard software – Town Commission

Chairman Bruce Larson spoke about the Town's recently obtained Deckard software.

Vice-Chair Jennifer Lervold volunteered to be the point person for the Deckard software.

Town Clerk Amber Brown recommended speaking with the Town Manager because the software was initially set up through her and the Finance Manager; there was no Code Enforcement Officer at the time.

Chairman Bruce Larson spoke about needing to find out what the software can do, what was purchased, and what is not working.

B. Discuss cybersecurity – Town Commission

Chairman Bruce Larson spoke about a NIST document titled Framework for Improving Critical Infrastructure Cybersecurity.

Secretary Steven Rodrigo requested the State Statute requiring the cybersecurity resolution.

Member Corinne Rodrigo volunteered to be the point person for cybersecurity.

Member Marc Lower spoke about a Florida Local Government Cybersecurity Grant Program.

Member Marc Lower made a motion to make finding and applying for grants an ongoing topic; Member Corrine Rodrigo seconded; Motion carried 5-0.

Member Marc Lower volunteered to be the point person for grants.

Chairman Bruce Larson spoke about another topic the Board can take on is AI assistance, and hearing comments from Commission meetings regarding eGov solutions using AI.

Secretary Steven Rodrigo spoke about tabling AI until the Board knows everything we currently have, and what we want to get out of it.

Chairman Bruce Larson spoke about including that in the report to the Commission, but delaying it for now.

Chairman Bruce Larson spoke about 2 large projects that were started, but possibly not completed, including the new website and the document scanning project.

Town Clerk Amber Brown provided details about the website being done, but the Town wants to add a public portal, Laserfiche, to allow site visitors to search digitized documents. She spoke about nothing historically being digitized and using a company, MCCI, to scan permanent retention and historical documents. Explained that the company had issues and was redoing the scans.

Chairman Bruce Larson spoke about the burden of time and money associated with public records requests and the need to alleviate that from the Clerk's Office.

Member Corinne Rodrigo asked what the most requested type of information from the Clerk is.

Town Clerk Amber Brown said that it varies, and she explained the intent had been to roll out the Laserfiche portal alongside the new website, but the timing did not work out due to the scanning issue. As a result, records older than 2024 have to be requested.

Further discussion ensued on the website and records.

Vice Chair Jennifer Lervold volunteered to take on the website and document scanning project.

Member Marc Lower volunteered to take on the Deckard Technology Software in place of the Vice Chair.

Chairman Bruce Larson spoke about writing up the agenda items to put forward to the Town Commission.

7. Announcement of Next Scheduled Meeting Date

A. To be Discussed

The next meeting is scheduled for September 4th at 5:00 p.m.

8. Adjournment

Vice-Chair Jennifer Lervold made a motion to adjourn; Secretary Steven Rodrigo seconded; Motion carried 5-0.

Meeting adjourned at 7:34 pm.