

**August 11, 2016
MEETING MINUTES**

Committee Members in attendance:

Mark Raymond, Committee Chairman, Deputy Commissioner –
Department of Administrative Services, Bureau of Enterprise Systems and Technology
on behalf of Commissioner Melody Currey
Roderick Bremby, Commissioner – Department of Social Services
Kevin Sullivan, Commissioner, Department of Revenue Services
John Vittner, Director of IT Policy, Office of Policy and Management
on behalf of Secretary Ben Barnes
Catherine Smith, Commissioner – Department of Economic Development
Thomas Miano, IT Manager – Secretary of the State of Connecticut
On behalf of James Spallone and Denise Merrill

Others in Attendance:

Easha Canada, Director of Application Services, DAS-BEST
Angela Taetz, IT Manager, DAS-BEST

*A meeting of the Information and Telecommunication Executive Steering Committee (EGovernment) was held on **August 11, 2016** at 3:00 p.m. at the Department of Administrative Services, Bureau of Enterprise Systems and Technology located at 55 Farmington Avenue, Hartford, Connecticut. The following agenda items were discussed.*

WELCOME

- Mark Raymond called the meeting to order at 3:00 p.m. and welcomed all those in attendance. The majority of the meeting will be dedicated to the State's IT Strategy.
- **REVIEW / APPROVAL OF MINUTES:**
 - The minutes from the June 2, 2016 meeting were approved with no discussion or abstentions.

Information and Telecommunications Executive Steering Committee

DISCUSSION OF STATEWIDE IT STRATEGIC PLAN AND 21ST CENTURY REPORT:

- Mark shared that DAS-BEST is gathering IT strategic Plans from each of the State Agencies that will be compiled into the Annual Statewide IT Strategic Plan.
- Commissioner Smith requested that last year's Plan be shared.
- There was a lengthy discussion regarding the formulation of Agency reports from a tactical rather than a strategic approach.
- There was a consensus that opportunities may exist for
 - Joint planning that could reduce cost
 - Licensing used across agencies
 - Desktop services
 - Writeable forms
 - Centralize specific commodities across agencies
- DAS-BEST's fiscal structure is not structured to charge back to agencies. There is not currently a way to consistently charge for services. If we do want to centralize services, we need to advocate for a change in the fiscal structure that could facilitate those operations.
- Workforce management planning process including project managers, business analysts, durational positions, shared resources, and use of consultants was discussed, as were challenges of career paths and skill sets development.

*The next meeting of the Information and Telecommunications Executive Steering Committee is scheduled to take place on **September 1, 2016** at 1:00 p.m. at this same location.*

Respectfully submitted,

Aleshia M. Hall, Executive Secretary

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