

**September 7, 2017  
MEETING MINUTES**

**Committee Members in attendance:**

Mark Raymond, Committee Chairman, Deputy Commissioner, Chief Information Officer,  
Designee for Commissioner Melody Currey - Department of Administrative Services,  
Bureau of Enterprise Systems and Technology  
Michael Bzdyra, Commissioner – Department of Motor Vehicles  
John Vittner, Director of IT Policy, Designee for Secretary Ben Barnes – Office of Policy and  
Management  
Kevin Sullivan, Commissioner, Department of Revenue Services

**Committee Members not in attendance:**

Catherine Smith, Commissioner – Department of Economic and Community Development  
Tom Miano, Designee for Office of the Secretary of State Denise Merrill  
Roderick Bremby, Commissioner – Department of Social Services

**Others in Attendance:**

Joe Stanford, Chief Innovation Officer, Department of Social Services  
Easha Canada, Director of Application Services, DAS-BEST  
Angela Taetz, IT Manager, DAS-BEST  
Robert Swartz, Director of Operations, Connecticut Interactive  
Paul VandenBussche, President, Connecticut Interactive

Jeffrey Sandilands, eGovernment Program Manager, DAS-BEST

*A meeting of the Information and Telecommunication Executive Steering Committee (EGovernment) was held on **September 7, 2017** at 1:00 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 1:12 p.m.

**• REVIEW / APPROVAL OF MINUTES:**

A motion to approve the minutes from the August 10, 2017 was made and unanimously approved without discussion, objections or abstentions.

- **OTHER BUSINESS**

- **MONTHLY STATUS REPORT FOR August 2017**

Paul VandenBussche reviewed the highlights of the Monthly Status report dated August 2017.

A request was made to add in total revenue to date for DESPP and DMV in the monthly report under “Agency Application/Server Transactions”.

Suggestion was made to check with CSL on marketing efforts for the donation application. A recommendation was made to set revenue goals for first two years of donation applications.

Committee asked if other states DMV transactions are also trending down.

- **2017 SITECORE TARGET PROJECT TIMELINES**

Paul VandenBussche reviewed information regarding the 2017 Sitecore Target Project Timelines. Easha Canada mentioned a beta testing approach for agency website migrations is being considered. Site could go online 2-4 weeks early so the public can review prior to full launch.

- **WEBSITE ANALYTICS**

Reviewed visits to popular links and new ones added were not successful. Suggestion to get more informed prior to changing them. Discuss with agencies, check popularity of content at same time last year, build month to month trends for next year.

In particular, Judicial is most visited link on CT.gov. Judicial statistics were reviewed and case management is the most popular on that site. Suggested a proposal be developed and approved by Judicial before any changes are made.

- **DAS Website Redesign Feedback**

Reviewed the feedback from launch of new DAS site . Feedback was from 8/26/17 – 9/6/17. Approach used for DAS will be used as other agencies migrate.

One specific issue was with link on DAS/BEST website to the Outlook Web Access (OWA) for users to get to email from the internet. Security practices recommend no longer making internal addresses available over the internet so it had been reviewed. Many agencies were using it so we temporarily put up a redirect. Suggestion from committee to consider a secure page for state employees. The

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current system does not use the state's Active Directory so it would be very difficult to control. Using state's Active Directory needs to be looked into for Intranet use as the migration process continues.

- **STATEWIDE IT STRATEGIC PLAN**

Plans are under review and expect draft next month.

*Having no further business to discuss, a motion to adjourn this meeting was made, the motion was unanimously approved..*

*The next meeting of the Information and Telecommunications Executive Steering Committee is scheduled to take place on **October 5, 2017** at 1:00 p.m. at this same location.*

*Respectfully submitted,*

*Aleshia M. Hall,* Executive Secretary  
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