

State of Connecticut



Donald DeFronzo
Chairperson

INFORMATION & TELECOMMUNICATION SYSTEMS EXECUTIVE STEERING COMMITTEE

Quarterly Meeting Minutes
September 26, 2012 - 10:00 AM to 12:00 PM

Members Present: Mr. Mark Raymond, Dr. Nancy Bull, Dr. Wendy Chang, Mr. John Vittner, Mr. Leon Rippel, Ms. Ellen Faucher, Mr. Angelo Romano

Members Absent: None

Others Present: Mr. Len Smith (Recorder)

Location: Room 1002, 101 East River Drive, East Hartford, Connecticut

Introductions

Mr. Raymond, who is acting as Chairperson on behalf of Commissioner DeFronzo, opened the meeting and welcomed those in attendance. Copies of the meeting's agenda as well as copies of the draft minutes of the June 27, 2012 Committee meeting were distributed to those present.

Approval of Minutes from June 27, 2012

Mr. Raymond asked for any comments on the draft of the minutes from the June 27, 2012 Committee meeting. With no comments being offered, Mr. Raymond requested a motion for approval. Mr. Vittner made the motion for approval which was seconded by Ms. Faucher. Approval of the minutes was by unanimous vote.

Review of the IT Strategic Plan due October 1st

Mr. Raymond reviewed the statutory requirement (CGS § 4d-7) that requires an annual submission by the CIO of an "Information and Telecommunications Systems Strategic Plan," with the goal to:

- ◆ Provide a level of voice and data communications service among all state agencies that will ensure the effective and efficient completion of their respective functions;
- ◆ Establish a direction for the collection, storage, management and use of information by state agencies in an efficient manner;
- ◆ Develop a comprehensive information policy for state agencies that clearly articulates the state's commitment to the sharing of its information resources, the relationship of such resources to library and other information resources in the state, and a philosophy of equal access to information;
- ◆ Provide all necessary telecommunication services between state agencies and the public;
- ◆ Provide, in the event of an emergency, immediate voice and data communications and critical application recovery capabilities which are necessary to support state agency functions; and
- ◆ Provide necessary access to higher technology for state agencies.

Moreover, the statute requires that the strategic plan include:

- ◆ Establishment of guidelines and standards for the architecture for information and telecommunication systems which support state agencies;
- ◆ Plans for a cost-effective state-wide telecommunication network to support state agencies;
- ◆ A level of IT planning for all state agencies and operations throughout the state that will ensure the effective and efficient utilization and access to the IT resources;
- ◆ An inventory of existing on-line public agency data bases which contain information subject to disclosure under the Freedom of Information Act;

- ◆ A list of data bases for which such access could be provided, including data bases containing consumer, business and health and human services program information;
- ◆ Provisions addressing the feasibility and cost of providing such access, provisions for a public-private partnership in providing such on-line access;
- ◆ Provisions to enable citizens to communicate with state agencies by electronic mail;
- ◆ Identification of annual expenditures and major capital commitments for information and telecommunication systems; and
- ◆ A direction and policy planning pertaining to the infusion of new technology for such systems for state agencies.

Dr. Chang asked about the role the Board of Regents in the development of the plan, or if the Board of Regents is expected to develop their own plan. Mr. Raymond shared that the plan is not specific to any individual organization, but representing the entirety of the state. Dr. Chang also asked if the state plan would have a specific educational component and was attempting to clarify the role of the Board of Regents, Storrs, and UCHC committee representatives in the state strategic planning process. Mark indicated that it was to provide our leadership perspective and input on the common IT elements that are covered under (CGS § 4d-7) and not to address elements covered under our respective institutional business related IT plans.

Mr. Raymond suggested that to ensure compliance with the October 1st filing requirement, the Office of the CIO will file a report that contains historical IT spending, an overview of the current portfolio of active projects as well as an outline that covers the new strategic planning process.

Review of the Strategic IT Visioning Program

Mr. Raymond provided the members with an overview of a proposed strategic IT visioning program. In explaining the visioning program, Mr. Raymond shared that the state's historical approach to technology planning has been driven primarily by the individual business needs and objectives of state agencies. While this "top-down" approach seems to work well for the individual agencies, it has not always resulted in the most efficient and effective use of the state's technology assets. Mr. Raymond added that "high quality technology products, services and practices are becoming available at a rapid pace, and the state needs a way for IT to help agencies better understand how they can transform their businesses through the use of IT." This requires a radically different approach to IT planning at the state.

Mr. Romano expressed concern about how such a program may be received based on historical struggles with getting the agencies to engage in this type of planning.

Dr. Bull shared that she believed that the timing of the program is critically important as is our ability get agencies to [willingly] participate. Further, Dr. Bull shared that, taken together, the state has solutions that could be leveraged by other agencies and the challenge is to find out how best to communicate the availability of these solutions and/or services.

Ms. Faucher suggested that the visioning program focus on strengths, weaknesses, opportunities, threats (SWOT). Additionally, Ms. Faucher offered that it was important that the “plan” doesn’t overreach.

There was some general group discussion the featured examples of the use of technology that could be easily leveraged statewide. Mr. Raymond mentioned that defining the key business drivers is important so that we aren’t leading with technology, which may marginalize where technology activities fall in the context of the state’s business goals.

Update on the IT Bond Fund

Mr. Vittner provided the Committee with an update of the state’s new IT Bond Fund and the IT Investment Management Program. He shared that there are several agencies who are submitting early IT Briefs for the purpose of evaluating and fine-tuning the workflow and process.

Mr. Vittner and Mr. Raymond also shared that appropriation and oversight on the usage of the fund will be governed by a panel of nine state appointed representatives. Appointees had been named and were in ongoing meetings aimed at defining the criteria against which the requested projects would be evaluated. These appointees were also working on defining the ongoing governance process for approved projects.

Update on Statewide IT Spending

There was no update on statewide IT spending scheduled for this meeting.

Update on Enterprise Architecture Standards and Practices

There was no update from Enterprise Architecture scheduled for this meeting.

Public Comment

There was no public comment at the meeting.

Adjournment

The meeting was adjourned at 12:05 PM.