

Information and Telecommunication Systems Executive Steering Committee

Mr. Mark Raymond
Chief Information Officer
Committee Chairperson

April 3, 2014
Meeting Minutes



MEMBERSHIP Present

- ▶ Mark Raymond, Chair, CIO, DAS
- ▶ John Vittner, Director, OPM
- ▶ Melody Currey, Commissioner, DMV
- ▶ Kevin Sullivan, Commissioner, DRS
- ▶ Bill Rubenstein, Commissioner, DCP
- ▶ Catherine Smith, Commissioner, DECD
- ▶ James Spallone, Deputy Secretary of the State (designee for The Honorable Denise Merrill, Secretary of the State)
- ▶ Others Present: Angela Taetz, DAS, Chuck Hoadley, DAS, Kelly Dillon, DAS, Presenters: Robert Swartz, Brett Scott, Deanna Gronlie, Bill Gardner,

Meeting Minutes

- ▶ Mark Raymond starts the meeting @ 1:07pm
- ▶ Meeting minutes from the 03/06/14 meeting were approved with Commissioner Rubenstein abstaining
- ▶ Old Business –
 - ▶ Angela Taetz provides an overview of the new Steering Committee website. The website will not take the place of voting. Access will be given to committee members prior to next meeting.
 - ▶ Bill Gardner provides a review of the fee vs. no fee; NIC will provide a more detailed review for the transaction fee vs. no fee to include all 26 states
 - ▶ A discussion on whether or not to begin to set up guidelines for the fee vs. no fee. Committee decided guidelines should be drafted and reviewed at next meeting.

Meeting Minutes- Cont.

- ▶ New Business
 - ▶ Monthly Report – 3 Statements of Work
 - ▶ DMV - Driver History Record Billing Services – Set up a User accepted testing environment & Production environment in order to transition to CT interactive on May 1, 2014;
 - ▶ CT.gov portal –CI developed style tiles and wireframes for new look of site based on “Still Revolutionary” branding. CI is reviewing analytics on current sites to understand how sites are being used. Site will be developed with mobile first approach using responsive design. Users should not have to understand government to work with it. Discussion on improving navigation, searchability, and content.
 - ▶ Business Portal – CI has spoken with various agencies to get a clear understanding of the user base. Plan to proceed with focus groups and targeted customer input. Suggestion to perform online testing and there be a future discussion dual purpose of business portal - marketing and access to government services. Do we need two sites or can portal accommodate both purposes.
 - ▶ Approval for projects – DMV - Locator Mobile Application
 - ▶ No Cost/Non Revenue
 - ▶ Locate nearest DMV (to include AAA), Driving directions, Wait times and services provided at DMV
 - ▶ a motion from Commissioner Smith to Accept the DMV Locator Mobile Application; Commissioner Rubenstein Seconded; Motion accepted

Meeting Minutes- Cont.

- ▶ DMV – Mobil Practice Test Application
 - ▶ No Cost/Self Funded
 - ▶ Allow users to take a practice tests with a list of rotating questions & answers.
 - ▶ A motion from Commissioner Smith to Accept the DMV Mobile Practice test application; Commissioner Sullivan Seconded; Motion accepted.
- ▶ Committee feels an meeting with Agency Commissioners meeting would be helpful. Mark Raymond will discuss with Governor’s Office. Also recommended the agency IT managers be briefed prior to that meeting.
- ▶ Queue projects –
 - ▶ Criminal History Check – Michael Varney;
 - ▶ Payment Processing Solution – John Vittner;
 - ▶ Teen Passenger Safety Mobile Application – Bill Seymour;
 - ▶ Fund Raising Application – Jason Crisco
 - ▶ There was a discussion on a “Check My Status” application
- ▶ A motion from Commissioner Rubenstein to adjourn and seconded by Commissioner Curry; Motion accepted.

Meetings

Meetings will occur on the first Thursday of every month @ 1:00pm @ 101 East River Drive, East Hartford, Best Conference Room 1002

- ▶ 05/01/14
- ▶ 06/05/14
- ▶ 07/03/14
- ▶ 08/07/14
- ▶ 09/04/14