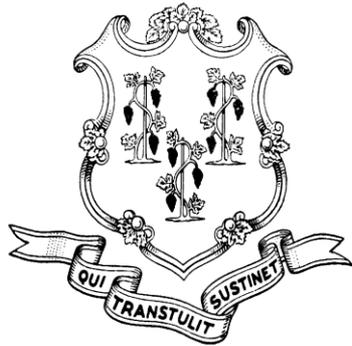


Information and Telecommunication Systems Executive Steering Committee



Mr. Mark Raymond
Chief Information
Officer
Committee
Chairperson

June 5, 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, Bill Gardner

Meeting Minutes

- Chair calls meeting to order at 1:07pm
- Meeting minutes from the 05/01/14 meeting were approved
- Old Business –
 - CI is in temporary office space now and expects to be in permanent office in 3 months; CI has thirteen permanent staff and three contractors
 - Resource Effort – While preliminary data was provided on resource utilization, the information is being reviewed to determine the best to capture information and present to the committee

Meeting Minutes- Cont.

- Policy Statement Review –
 - Purpose of the Policy Statement is to provide clarity in approach to fees that provides a consistent framework for discussions
 - 5 main areas of policy
 - Annual reminder to all agencies
 - Confirm process of review with specific evaluation and criteria
 - Fees should not be charged to access essential state functions, services or information; or to access or provide generally required information to state government when no other means exist for such access
 - Fees may be charged for enhanced access to and delivery of state functions, services or information or access to information or services that may not be previously available online so long as alternative access is available
 - Discussion
 - In the future, committee should consider incentives for online use instead of paper;
 - As online use increases decrease the cost per transaction
 - Forward any policy changes to Committee Chair

Meeting Minutes- Cont.

- New Business
 - Assess new Project Summaries or Statements of Work
 - Monthly Report
 - Reviewed current website usage; Can information be reported by agency?
 - Provide hourly usage statistics to better understand visitors
 - Four on-going projects
 - CT.gov site – CI has Governor’s office approval to go forward
 - Business portal – Meet with DECD, plan to have approved design within a week
 - DMV Locator app – moving forward
 - DMV Testing app - finalizing

Meeting Minutes – Cont.

- Project Summaries - Statements of Work
 - DMV - Teen Passenger Safety Application –
 - Mobile app to assist teen & parents with teen driving laws & passenger safety.
 - Motion to consider was made and approved to move forward.
 - DESPP – Online Credit Card Processing
 - Build a payment processing component to the criminal history background check processing with CNA using common checkout.
 - CI is aware that there are gaps in fiscal issues.
 - Motion to table this project until more information is available was made and approved.
- Commissioner Meeting Objectives
 - CT.gov design – Present the new design and project plan to leadership
 - eGovernment – identify agency needs for online transactions.
- Meeting adjourned at 2:52pm

Meetings

Meetings will occur on the first Thursday of every month @ 1:00pm @ 55 Farmington Avenue, Best Conference Room TBD

- 07/03/14
- 08/07/14
- 09/04/14
- 10/02/14
- 11/06/14