

February 5, 2015
MEETING MINUTES

Committee Members In Attendance:

Mark Raymond, DAS-BEST Chief Information Officer (Commission Chair)
Catherine Smith, Commissioner, Department of Economic and Community Development
James Spallone, Deputy Secretary of the State on behalf of Secretary of State Denise Merrill
Kevin Sullivan, Commissioner, Department of Revenue Services

Others in Attendance:

William Gardner, Connecticut Interactive
Scott Somerhalder, Connecticut Interactive
Robert Swartz, Connecticut Interactive
Angela Taetz, DAS-BEST, IT Manager

A meeting of the eGovernment Steering Committee was held on Thursday, February 5, 2015 from 1:00-3:00 p.m. at Department of Administrative Services – Bureau of Enterprise Systems and Technology, 55 Farmington Avenue, Hartford, Connecticut. The following items were discussed:

AGENDA:

- **Welcome:** Chair Raymond called the meeting to order at 1:17 p.m. and welcomed Scott Somerhalder.
- **Review and Approval of Minutes from January 8, 2015 meeting.** A motion to approve the minutes of the January 8, 2015 meeting as submitted was made by Commissioner Sullivan, seconded by Deputy Secretary Spallone, and approved.

OLD BUSINESS:

- **CI Office and Staffing Update:** Bill Gardner reported that CI is now operating from its permanent office building. Discussion concluded with the understanding that, since this area is complete, it will not be included in future reporting.
- **Resource Effort:** Robert Swartz presented the Resource Plan which was reviewed and discussed.
Currently CI's resources are at 100% across the board through March and the launch of CT.gov, Business Portal, and CT DMV Mobile Spanish version. In April resources become available to begin work on new and additional projects.

NEW BUSINESS

- **Assess new Project summaries or Statements of Work:**
 1. **Project Summary: Complimentary Mobile Service to MyAccount** was presented by William Gardner and Robert Swartz. After sharing the details of this proposal and subsequent discussion, a motion to continue on this project was made by Commissioner Sullivan, seconded by Deputy Secretary Spallone, and approved.
 2. **Project Summary: Department of Revenue Services Expedited Services** was presented by William Gardner and Robert Swartz. After sharing the details of this proposal and subsequent discussion, a motion to continue on this project was made by Commissioner Smith, seconded by Deputy Secretary Spallone, and approved.
 3. **Statement of Work 007 Background Checks Payment Processing** was presented by William Gardner and Robert Swartz. After sharing the details of this statement and subsequent discussion, a motion to accept the Statement of Work as written was made by Commissioner Smith, seconded by Commissioner Sullivan, and approved.
- **Monthly Report: Monthly Status Report dated January 2015** was presented by William Gardner and Robert Swartz. Some discussion centered on the decline in the number of requests for Driver History Records. NIC's Vice President of Portal Operations, Scott Somerhalder, shared that this is reflective of current trends throughout the country.
- **Business Plan 2015:** was presented by William Gardner and Robert Swartz. After providing an overview of the contents, it was recommended that the report be shared with the Committee as an attachment to these minutes. Any concerns or questions can be discussed at the next meeting.

ADJOURNMENT: Having no further items to discuss at this time, this meeting of the eGovernment Steering Committee was adjourned by Chair Raymond at 2:40 p.m.

MEETINGS

Future meetings of the eGovernment Steering Committee will occur on the first Thursday of each month (March 5, April 2, May 7, 2015) at 55 Farmington Avenue, Hartford, Connecticut at 1:00 p.m. in a conference room location to be announced.

Respectfully submitted,

Aleshia M. Hall, Executive Secretary
to DAS-BEST Chief Information Officer
and Committee Chairperson Mark Raymond