

March 5, 2015  
MEETING MINUTES

**Committee Members In Attendance:**

Mark Raymond, DAS-BEST Chief Information Officer (Commission Chair) on behalf of:

Melody Currey, Commissioner, DAS

Kevin Sullivan, Commissioner, Department of Revenue Services

Jim Watson, on behalf of:

Catherine Smith, Commissioner, Department of Economic and Community Development

John Vittner, on behalf of:

Benjamin Barnes, Secretary, Office of Policy and Management

**Others in Attendance:**

William Gardner, Connecticut Interactive

Robert Swartz, Connecticut Interactive

Melissa Person, Connecticut Interactive

Leslie Mann, Connecticut Interactive (lmann@egov.com)

Brett Scott (bscott@egov.com)

Charles Hoadley, DAS-BEST, Director

Angela Taetz, DAS-BEST, IT Manager

**Absent:**

James Spallone, Deputy Secretary, on behalf of Secretary of State Denise Merrill

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

**AGENDA:**

- **Welcome:** Chair Raymond called the meeting to order at 1:07 p.m.
- **Review and Approval of Minutes from February 5, 2015 meeting.** A motion to approve the minutes of the February 5, 2015 meeting as submitted was made by Commissioner Sullivan, seconded by Director Vittner, and unanimously approved.

**NEW BUSINESS**

- **Project Summaries or Statements of Work:**
  1. **Statement of Work 007 Background Checks Payment Processing** was presented in February by William Gardner and Robert Swartz. John Vittner confirmed that the long-term care facility will absorb the costs for this project. There is still information pending regarding the FAC; but that will not impact the actions of this Committee. Commissioner

Sullivan confirmed that this is a new capability that will be available for long-term care facilities to process background checks. CIO Raymond confirmed that this will be the only method available for the long-term care facilities to receive it this service. This capability is not a replacement of an existing function. The requirement to acquire background checks is imposed by new legislation and was not a previous requirement for them. John Vittner confirmed that the long-term care facilities would be responsible to pay for the service which would result in approximately \$36,000 for 15,000 checks performed annually.

After a brief discussion, a motion to accept the Statement of Work as written, conditional upon going to FAC for approval, was made by Sullivan, seconded by Director Vittner, and unanimously approved.

- 2. Project Summary: SOTS Online Meeting and Agenda Calendar** was presented by Angela Taetz. It was explained that the Secretary of State's office is having difficulty keeping the calendar postings of the meeting agendas up to date. They receive approximately 40-50 items per day from State agencies and municipalities. After sharing the details of her research and reviewing this proposal, the capabilities of the system were discussed. The individual agencies would post the agendas and they would appear on the Secretary of State's website. The value of having a single site to list all meetings is a value over having each agency post their own meeting agendas. Mark explained that adoption of this option may require that the SOTS delegate the responsibility to the agencies. Commissioner Sullivan discussed his concern about alleviating the SOTS Office completely from this responsibility. Angela will explore the possibility of meeting Freedom of Information, municipalities, agencies, and the SOTS obligations with one entry. This will create a single vehicle to meet several of our requirements.

A motion to approve the Project Summary was made by Commissioner Sullivan contingent upon fulfillment of the discussion above. The motion was seconded by Director Vittner and unanimously approved.

## ➤ **Monthly Report**

**Monthly Status Report dated February 2015** was presented by Robert Swartz.

Specific areas of the report were discussed in depth with no changes being made to the actual report.

**Projects:** It was clarified that the Live Chat option would connect with Connecticut Interactive representative. Commissioner Sullivan stressed the importance of a Live Chat connecting to a person within the agency from which they are seeking information and a disclaimer be included if the person is actually being directed to an information bank rather than a person. Commissioner Sullivan explained that agencies who have Live Chat options with DRS personnel, production increases and customer service is improved.

Director Vittner offered to pursue acquisition of a FAQ list for their reference.

Commissioner Sullivan summarized that the roll out should continue on schedule for the end of the month. The details of the Live Chat options should be explored more thoroughly and added later. CIO Raymond recommended that a Launch Plan needs to be created to inform the agencies of our intentions.

**Ektron CMS:** Angela summarized that it does not make sense to move any more than three agencies onto the Ektron system. There will not be a lot of time lost, it is just a change in our focus. In October or November, Ektron and Episerver will merge.

➤ **Demonstration by Leslie Mann , website designer for CT.gov portal**

A general overview demonstration was offered to review the CT.Gov website and eight main topics. At this time, the website will not have the capability to personalize settings but can be explored in the future. Features for language translation and visual settings are included. Jim Watson shared his concerns about incorporating links to quasi-organizations as well. This will be essential to DOH, Access Health, etc.

Commissioner Sullivan asked if an ALERT link on the Home page could be included to address emergencies and current issues such as security breaches and other urgent topics. Angela brought attention to a red alert banner that can appear on each page.

## **WRAP UP**

Having no further items to discuss at this time, this meeting of the eGovernment Steering Committee was adjourned by Chair Raymond at 2:30 p.m. A motion was made by Commissioner Sullivan, seconded by Director Vittner, and unanimously approved.

## **MEETINGS**

Future meetings of the eGovernment Steering Committee will occur on the first Thursday of each month at the Department of Administrative Services, Bureau of Enterprise Systems and Technology located at 55 Farmington Avenue, Hartford, Connecticut at 1:00 p.m. in a conference room location to be announced.

- April 2, 2015
- May 7, 2015

Respectfully submitted,

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