November 5, 2015
MEETING MINUTES

Committee Members In attendance:
Mark Raymond, Committee Chairman, Deputy Commissioner –
  Department of Administrative Services, Bureau of Enterprise Systems and Technology
  on behalf of Commissioner Melody Currey
Andres Ayala, Commissioner – Department of Motor Vehicles
Roderick Bremby, Commissioner – Department of Social Service
Catherine Smith, Commissioner – Department of Economic Development
James Spallone, Office of the Secretary of State
  on behalf of Secretary of State Denise Merrill
John Vittner, Director of IT Policy, Office of Policy and Management
  on behalf of Secretary Ben Barnes

Others in Attendance:
Mario Mezzio, IT Analyst, DAS-Bureau of Enterprise Systems and Technology
Brian Mills, IT Supervisor, DAS-Bureau of Enterprise Systems and Technology
Angela Taetz, IT Manager, DAS-Bureau of Enterprise Systems and Technology

Michael Provencher, Senior Architect, Connecticut Interactive
Robert Swartz, Director of Operations, Connecticut Interactive
Paul VandenBussche, General Manager, Connecticut Interactive

*A meeting of the Information and Telecommunication Executive Steering Committee
(EGovernment) was held on **November 1, 2105** at 1:00 p.m. at the Department of
Administrative Services, Bureau of Enterprise Systems and Technology located at 55 Farmington
Avenue, Hartford, Connecticut. The following items were discussed.*

- **WELCOME**

  o Mark Raymond called the meeting to order at 1:05 p.m.

- **REVIEW / APPROVAL OF MINUTES:**

  o A motion to accept the minutes from the October 1, 2016 meeting as written was made
    by Commissioner Bremby, and seconded by Commissioner Ayala. The motion was
    accepted and approved with one abstentions from Director Vittner.

- **ASSESS NEW PROJECT SUMMARIES OR STATEMENTS OF WORK:**

  o **Project Summary: Emergency Preparedness Application:** Robert Swartz reviewed the details of this document which was created at the request of the Department of Emergency Safety and Public Protection. Mr. Spallone clarified that this is an app available for the public to use and there was discussion about including a tag line that would authenticate the contents so misinformation is not disseminated. Director Vittner discussed the information management sources for populating this information. Mr. Swartz clarified that if this project is approved, the details would be tailored to our needs.

    - Connecticut Interactive sought approval to pursue the Project summary as presented.   A motion to approve was made by Commissioner Ayala, seconded by Commissioner Bremby. There was no discussion. The motion was unanimously accepted and approved with no discussion or abstentions.

  o **Statement of Work 010: Public Meeting Notice Calendar:** Robert Swartz reviewed the details of this document which was created at the request of the Secretary of State. The Functional Specifications #14-#17 were changed since the discussion on this topic at the last meeting. They anticipate eight weeks for development and implementation. At that time training and webinars would be developed and scheduled. Deputy Spallone confirmed that, if approved today, it would be implemented during the first quarter of 2016.

    - Connecticut Interactive sought approval to pursue this Statement of Work as presented.   A motion to approve was made by Commissioner Ayala, seconded by Commissioner Bremby. CIO Raymond said this will fulfill a public need. There was no further discussion. The motion was unanimously accepted and approved with no discussion or abstentions.

- **EVALUATION REPORT: WEB CONTENT MANAGEMENT SYSTEM (WCMS):** Michael Provencher from Connecticut Interactive reviewed the Evaluation Report as detailed in the Executive Summary. CIO Raymond shared that after conversations with Gartner, he is comfortable with the vendor selection. Ms. Taetz and Mr. Mezzio, who participated in the evaluation process,   confirmed their agreement with the selection.

    - Connecticut Interactive sought approval to pursue the findings of the Evaluation Report as presented which will allow them to begin to secure licenses and bring in staff. CIO Raymond requested that they come back with a formalized Statement of Work on which to move this project forward. A motion to approve development of the Statement of Work was made by

> Commissioner Ayala, seconded by Commissioner Bremby. The motion was unanimously accepted and approved with no discussion or abstentions.

- **Monthly Report:** Paul VandenBussche reviewed the information contained within the attached Monthly Status Report dated October 2015.

  o Connecticut Interactive is pursing meetings with State Agency Commissioners to review their offerings and see if they can provide these services to their agencies. CIO Raymond discussed an Agency Engagement Plan and outreach efforts that were discussed in the past and how to focus on the agencies with the most urgent need. Ms. Taetz will be coordinating these meetings with Commissioners and IT Managers. Director Vittner would like to be involved in these initiatives as well.

- **OTHER BUSINESS:**

  o **Over-the Counter Statement of Work 012 for DESPP:** discussion was postponed at an earlier meeting. A follow up meeting had been scheduled, but has since been postponed.

  o **Statewide Agency IT Strategy:** CIO Raymond has received approval from Commissioner Currey and is awaiting approval from the Governor regarding establishing workshops to meet with large and small State Agencies to discuss strategies by which to accomplish our IT missions in a coordinated effort.

  o **CT.gov Portal:** CIO Raymond clarified to Commissioner Smith that a time schedule to move existing agency content to the new platform has not yet been established. Support from the top agency administrators will be imperative to the success of this effort. Ms. Taetz anticipates that by the next meeting, she may be able to provide some schedules. CIO Raymond asked for a schedule of how long it will take for us to get off the old platform and onto the new.

  o **Resource Bandwidth:** Mr. VandenBussche shared that they recently brought in their 14 staff member who will begin on December 1, 2015.

Having no further business to discuss. A motion to adjourn the meeting was made by Commissioner Ayala and seconded by Commissioner Bremby. All were in favor with no discussion. This meeting was adjourned at 2:07 p.m.

The next meeting of the Information and Telecommunications Executive Steering Committee is scheduled to take place on December 3, 2015 at 1:00 p.m.

Respectfully submitted,

Aleshia M. Hall
Executive Secretary to Committee Chair and
Chief Information Officer Mark Raymond
Department of Administrative Services
Bureau of Enterprise Systems and Technology