

**June 2, 2016
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
Roderick Bremby, Commissioner – Department of Social Services
Michael Bzdyra, Commissioner, Department of Motor Vehicles
Kevin Sullivan, Commissioner, Department of Revenue Services
John Vittner, Director of IT Policy, Office of Policy and Management
on behalf of Secretary Ben Barnes

Committee Members Joining the Meeting in Progress:

Catherine Smith, Commissioner – Department of Economic Development
(participated via conference call at 2:00 p.m.)
James Spallone, Deputy Secretary, Office of the Secretary of State
on behalf of Secretary of State Denise Merrill

Others in Attendance:

Frank Virnelli, Department of Consumer Protection
Rodrick Marriott, Department of Consumer Protection
Michelle Seagull, Department of Consumer Protection
Xaviel Soto, Department of Consumer Protection
Ken Wiggin, Connecticut State Library

Easha Canada, Director of Application Services, DAS-BEST
Doug Casey, Executive Director, Connecticut Education Network
Angela Taetz, IT Manager, DAS-BEST
Mario Mezzio, IT Manager, DAS-BEST

Robert Swartz, Director of Operations, Connecticut Interactive
Paul VandenBussche, President, Connecticut Interactive

*A meeting of the Information and Telecommunication Executive Steering Committee (EGovernment) was held on **June 2, 2016** 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.*

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- **WELCOME**

- Mark Raymond called the meeting to order at 1:00 p.m. and welcomed all those in attendance.

- **REVIEW / APPROVAL OF MINUTES:**

- A motion to accept the minutes from the April 7, 2016 meeting, was made by Commissioner Sullivan and seconded by Commissioner Bremby. The motion was accepted and approved with no abstentions.
- CIO Raymond discussed two outstanding items from previously approved minutes.
 - Create a separate report for the CT.gov metrics
 - 2016 Business Plan is still being reviewed

ASSESS NEW PROJECT SUMMARIES OR STATEMENTS OF WORK:

- **Project Summary: Medical Marijuana Registry, Department of Consumer Protection:**
Robert Swartz reviewed the details of the Project Summary to meet the needs of an expanding system. There was a brief discussion regarding transaction fees being agency-sponsored and funded revenue generating fees or Time and Materials option. Revenues would go to CI to cover the cost of the development and ongoing support and maintenance of the application.

CI answered inquiry if they have experience with handling HIPAA regulated information. Paul VandenBussche reviewed other systems that they have worked on in Hawaii and Maine that allowed them to develop systems with HIPAA regulations in mind. DCP representative spoke on who would have access to the information.

Clarification was sought on CI's request for a Transaction-Funded Revenue-Generating Statement of Work related to the existing statutes.

In reference to the scope of the program it was asked if BEST had assessed the reported issues with the current BizNet implementation of this function. Angela explained that they are assessing the options while pursuing the Project Summary in parallel to gain additional information and save time.

Having concluded the discussion, Commissioner Sullivan moved for approval of this Project Summary, Director Vittner seconded the motion noting that we want to look at all concerns in parallel. All voted in favor of approving the Project Summary with no oppositions or abstentions.

Project Summary: CT State Library Donations, Connecticut State Library:

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At the April 4, 2016 meeting, this Project Summary was deferred pending additional information. Robert Swartz addressed how the 2% fee would be paid and how to develop this at an enterprise level. An enterprise-level application will be difficult due to the nature of how different agencies collect donations. Customizations for each agency and how the funds are directed would be difficult. However, since the framework from DVA already exists, it can easily be duplicated for use at other agencies. The reuse component is good and will make it much quicker to develop. From a State perspective, a page on the CT.gov site could have a link to all donation avenues available. Each link would explain the agency's donation options.

In response to inquiry about the Connecticut Heritage Foundation, Ken Wiggin explained that it is separate from the State and functions under the statute that governs and audits all State agency foundations. The UCONN foundation was referenced as an equivalent.

Ken Wiggin clarified that there is a Board of five people who run the Foundation. The State Library's business office resources manage the fund. CI is noted as billing the CT State library; however, they should be billing the Foundation and the the CT State library will process. There was reference to longer-term goals for donations to State Agencies and the ability to solicit funds outside of the general fund.

Having concluded the discussion, Commissioner Sullivan proposed a motion to approve the Project Summary with the modification that the processing fees will be billed directly to the Foundation, not the State Library. Director Vittner noted CI's proposal is just a small portion of a very holistic discussion. CIO Raymond explained that we should not hold up this item awaiting a more comprehensive policy.

Statements of Work must include and assess the amount of work required.

Director Vittner moved for approval of this Project Summary, Commissioner Sullivan seconded the motion. All voted in favor of approving the Project Summary with no oppositions or abstentions.

- **Project Summary: Behavioral Health Clearinghouse (BHC), Office of the Healthcare Advocate:**

It was recommended this Project Summary be tabled until a representative from the Office of Healthcare Advocate can be present. There was discussion that the functions provided are very similar to other services and those conversations should take place prior to requesting that CI create a Statement of Work.

It was also discussed that the creation and support of the clearinghouse could be perceived as an endorsement.

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Having concluded the discussion, Commissioner Sullivan moved to table this Project Summary pending further discussion, Commissioner Bremby seconded the motion. All voted in favor of postponing approval of this Project Summary with no oppositions or abstentions.

- **Other Business:**

- **Guiding Principles for use of CT Interactive:**

- Angela Taetz reviewed the details of the document and discussed the fundamental process used by DAS-BEST when exploring if projects should be handled through CI or other outlets. When asked if the checklist was integrated into the Project Summaries, Angela explained that they are reviewed prior to passing along to CI.

- **Monthly Status Report and Resource Planning eGovernment Program Report:**

- **There was a request made at the April 4, 2016 meeting that CT.gov statistics be presented as a separate report and presented as an agenda item for discussion at future meetings.**

- **Monthly Report -** Paul reviewed the new Report format designed to make it more user-friendly.

- There was a discussion with Deputy Spallone regarding the new SOTS portal. Deputy Spallone explained that the current systems predate Secretary Merrill and she secured bonding to improve and bring the project to fruition.

- Paul V. discussed the information contained within the attached Monthly Status Report and Resource Planning Program dated May 2016. There was no discussion or questions posed by the Committee.

- CIO Raymond explained that as a Committee we need to look at issues holistically and view issues from an IT Strategy perspective. He also explained the purpose and discussions that surround the Annual IT Strategic Plan and the timelines that accompany it.

- Paul reviewed the portal highlights and accomplishments including the DESPP/DPH pilot program to complete long-term background checks.

- It was noted that they majority of the Active Projects were in jeopardy of not being completed on time and they should be revisit the longer-range plan in future meetings.

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CI was also asked to supply an updated catalog of their applications. Paul will send that for dissemination to the group.

- **2016 Business Plan Outline:** It was noted in the February 4, 2016 meeting minutes that CI planned to present a completed 2016 Business Plan to the Committee at the March 2016 meeting. On April 4, 2016, it was noted that the plan would be developed and presented at the May 2016 meeting. The May meeting was cancelled due to a lack of quorum. At this June meeting, the status of the Business Plan is still unclear. A completed Business Plan will be targeted for the July meeting.
- **Framework for Connecticut's Fiscal Future – Part 6: The Strategic Use of Technology by the State of Connecticut.**

CIO Raymond reviewed the report. The next update to the plan is due in October; State Agencies will submit their recommendations by August. CIO Raymond clarified that Connecticut received an A- grading, not a C. Our spending statistics are still correct. Workforce challenges need to be addressed.

Recommendations included:

- CIO reporting directly to the Governor
- Forming a legislative committee with private sector to examine technology impact
- Five-year strategic plan updated annually
- Update key systems
- Examine alternative resource options
- Develop performance management system regarding IT investment systems
- Engaging local government

Mark is proposing that the Committee review this document and prepare for a more detailed conversation next month. Mark opened the floor for discussion

There is work to be done in this area to leverage our size and scale and there is more that can be done to help us save money. Procurement and systems management provide opportunity to improve. We need to have a dialogue around “the cloud”. Financially, the cloud becomes challenging, but may offer cost-effective strategies.

There was reference to the constraints of State government not being included in this report. Procurement, staffing, recruitment and compensation constraints are just a few areas that need to be challenged if we are to compete with the private sector for procurement and personnel.

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CIO Raymond explained that there are the two fundamental issues with using the cloud. The cloud is an operating expense that is a usage base model, pay for what you use. Budgets for agencies that have huge spikes and valleys in activity need to appropriate adequately.

It was noted that our decisions are driven by our resources not our needs. Several strategies should be explored; however, we do not have the resources to do that. With \$25 million cut out of the IT Investment budget, we have still been able to fund everything that is currently approved.

Having no further business to discuss. A motion to adjourn the meeting was made by Commissioner Sullivan, and seconded by Commissioner Bzdyra. All were in favor with no discussion or abstentions. This meeting was adjourned at 3:00 p.m.

*The next meeting of the Information and Telecommunications Executive Steering Committee is scheduled to take place on **July 7, 2016** at 1:00 p.m. at this same location.*

Respectfully submitted,

Aleshia M. Hall, Executive Secretary

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