

**August 10, 2017
MEETING MINUTES**

Committee Members in attendance:

Mark Raymond, Committee Chairman, Deputy Commissioner, Chief Information Officer,
Designee for Commissioner Melody Currey - Department of Administrative Services,
Bureau of Enterprise Systems and Technology
Tom Miano, Designee for Office of the Secretary of State Denise Merrill
Roderick Bremby, Commissioner – Department of Social Services
Michael Bzdyra, Commissioner – Department of Motor Vehicles
Catherine Smith, Commissioner – Department of Economic and Community Development
John Vittner, Director of IT Policy, Designee for Secretary Ben Barnes – Office of Policy and
Management
Kevin Sullivan, Commissioner, Department of Revenue Services

Committee Members not in attendance:

Others in Attendance:

Joe Stanford, Chief Innovation Officer, Department of Social Services
Easha Canada, Director of Application Services, DAS-BEST
Angela Taetz, IT Manager, DAS-BEST
Robert Swartz, Director of Operations, Connecticut Interactive
Paul VandenBussche, President, Connecticut Interactive
Joseph Donao, IT Manager, Department of Veterans Affairs

*A meeting of the Information and Telecommunication Executive Steering Committee (EGovernment) was held on **August 10, 2017** 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 agenda items were discussed.*

WELCOME

- Mark Raymond called the meeting to order at 1:00 p.m.

• REVIEW / APPROVAL OF MINUTES:

A motion to approve the minutes from the June 1, 2017 was made by Commissioner Sullivan and seconded by Commissioner Bzdyra. The motion was unanimously approved without discussion, objections or abstentions.

- **PROJECT SUMMARIES AND STATEMENTS OF WORK:**

- Statement of Work 021 – Veterans Mobile Application Robert Swartz presented the details of the project summary that was approved at the April meeting. CIO Raymond noted that this is a vehicle to push messages to a community that is often difficult to reach. Having this outlet for outreach outweighs the concerns of having “too many” government apps. Joe Danao shared that this app will allow us to remain current with the trends throughout the country. Director Canada recommended that this new service be encouraged throughout all Veteran-related venues including the hospitals. Joe Danao confirmed that a media launch would be beneficial and it was recommended that they reach out to Reporter Brad Davis for media coverage. Robert Swartz confirmed that the app will work for iphones and androids, but not windows. After some discussion, a motion to approve the Statement of Work, as written, was made by Commissioner Sullivan and seconded by Director Vittner. The motion was unanimously approved by the Commission without exception or absention.

- **OTHER BUSINESS**

- **MONTHLY STATUS REPORT FOR JULY 2017**

Paul VandenBussche reviewed the highlights of the Monthly Status report dated July 2017.

CIO Raymond provided information regarding the Connecticut Digital Summit being hosted by the Center for Digital Government on October 19 at the Hartford Marriott. It is a no cost event to promote communication and brainstorming throughout the governmental IT community.

Robert Swartz reviewed the project status information contained in the Monthly Status report.

- **2017 SITECORE TARGET PROJECT TIMELINES**

Paul VandenBussche disseminated a packet of information regarding the 2017 Sitecore Target Project Timelines. It was recommended that we look at content management and how we can incorporate information differently. We should also consider different models to improve efficiency. Recommendation to solicit feedback from the users to be sure that it we are meeting their needs. Future calendars have not be built out past January 24, 2018.

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- **CLICK TRAFFIC**

There was a brief discussion regarding the click traffic on the CT.gov site as the report was reviewed. Director Canada asked if we can determine the source of the inquiries coming to CT.gov and particularly into the Connecticut Judicial Branch.

- **WEBSITE ANALYTICS 2017 APRIL THROUGH JUNE**

The details of a three-month report were reviewed and discussed by Robert Swartz. Every three months, CI will evaluate if the content needs and uses and alter them to coincide with seasonal sites and interests. There was a discussion regarding graphics, information, and updates.

- **STATEWIDE IT STRATEGIC PLAN**

Several Plans are still outstanding. Upon receipt of all Agencies' submissions, the Plan will be finalized for submission.

Having no further business to discuss, a motion to adjourn this meeting was made, the motion was unanimously approved at 2:40 p.m.

*The next meeting of the Information and Telecommunications Executive Steering Committee is scheduled to take place on **September 7, 2017** at 1:00 p.m. at this same location.*

Respectfully submitted,

Aleshia M. Hall, Executive Secretary
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