Information and Telecommunications
Executive Steering Committee

Mark Raymond, Committee Chair
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December 7, 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
Michael Bzdyra, Commissioner – Department of Motor Vehicles
John Vittner, Director of IT Policy, Designee for Secretary Ben Barnes – Office of Policy and
    Management
Catherine Smith, Commissioner – Department of Economic and Community Development
Tom Miano, Designee for Office of the Secretary of State Denise Merrill

Committee Members not in attendance:

Kevin Sullivan, Commissioner, Department of Revenue Services
Roderick Bremby, Commissioner – Department of Social Services

Others in Attendance:

Joe Stanford, Chief Innovation Officer, Department of Social Services
Angela Taetz, IT Manager, DAS-BEST
Jeffrey Sandilands, eGovernment Program 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 **December 7, 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

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

- **REVIEW / APPROVAL OF MINUTES:**

    A motion to approve the minutes from the November 2, 2017 was made and approved
    without discussion or objections.   John Vittner abstained.

- **OTHER BUSINESS**

  o **MONTHLY STATUS REPORT FOR NOVEMBER 2017**

    Connecticut Interactive reviewed the highlights of the Monthly Status report dated November 2017.

    Unclaimed Property and Judicial Case Lookup were added as Most Popular links on the CT.gov homepage

    Committee asked if Unclaimed Property was discussed with the Treasury agency?

    Unclaimed Property was not discussed with Treasury but can be a follow up item.

    Committee asked about Most Popular links on the CT.gov homepage being dynamically generated?

    Most Popular links on the homepage are manually added to control what is being added. It may be possible to create an exception list instead and make dynamic. This would need further research.

    CEN struggling with restrictions of templates and may go to UConn system for website, they did like the new business portal design. CEN will go live with current design for now.

    The Lift/Shift strategy being developed by DAS/BEST and CI is a priority right now. The teams are working on a bulk migration strategy to speed up timelines and look to group agencies together for migrations and trainings.

  o **2017/2018 SITECORE TARGET PROJECT TIMELINES**

    Connecticut Interactive reviewed information regarding the 2017/2018 Sitecore Target Project Timelines.

  o **WEBSITE ANALYTICS**

    Reviewed visits to popular links and the newly added Unclaimed Property and Judicial Case Lookup to the CT.gov homepage.

- o **STATEWIDE IT STRATEGIC PLAN**

  Statewide IT Strategy has been posted.

- o **DIGITAL GOVERNMENT SUMMIT**

  Positive feedback from both vendors and attendees who attended the first CT Digital Government Summit

Having no further business to discuss, a motion to adjourn this meeting was made, the motion was unanimously approved at 1:56 pm

*The next meeting of the Information and Telecommunications Executive Steering Committee is scheduled to take place on **January 4, 2018** at 1:00 p.m. at this same location.*

Respectfully submitted,

Aleshia M. Hall, Executive Secretary
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