Information and Telecommunications
Executive Steering Committee

Mark Raymond, Committee Chair
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April 5, 2018
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
Roderick Bremby, Commissioner – Department of Social Services
Michael Bzdyra, Commissioner – Department of Motor Vehicles
Tom Miano, Designee for Office of the Secretary of State Denise Merrill
John Vittner, Director of IT Policy, Designee for Secretary Ben Barnes – Office of Policy and
      Management (via conference call)

Committee Members not in attendance:

Catherine Smith, Commissioner – Department of Economic and Community Development
Kevin Sullivan, Commissioner, Department of Revenue Services

Others in Attendance:

Easha Canada, Director. DAS-BEST
Michael Curley, Office of Early Childhood, Staff Attorney
Regina Gezelman, DMV
Eileen McMurrer, Office of Early Childhood
Paul Noran, Connecticut Interactive, General Manager
Robert Swartz, Connecticut Interactive, Director of Operations
Angela Taetz, IT Manager, DAS-BEST
Paul VandenBussche, President, Connecticut Interactive
George White, DMV

A meeting of the Information and Telecommunication Executive Steering Committee
*(EGovernment) was held on **April 5, 2018** 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.

o **WELCOME:** Mark Raymond called the meeting to order at 1:00 p.m. and announced that
    Paul VandenBussche will be moving to a new role in the Indiana area. Paul Noran will be
    joining as the new Connecticut Interactive General Manager. Paul Noran will be moving
    from Texas to assume this new role.

o **REVIEW / APPROVAL OF MINUTES:** A motion to approve the minutes from the **March 1,**
    2018 was made by Commissioner Bzdyra and seconded by Tom Mino. The motion was
    approved without one abstention from John Vittner.

- **PROJECT SUMMARIES:**
  - **Office of Early Childhood Development (OEC)** *Background Checks Payment Processing* was discussed. Robert Swartz provided an overview. Eileen McMurrer and Michael Curley from OEC participated in the discussion. OEC currently completes approximately 1,000 background checks per month that are all paid by check. The new system will allow payments to be made via credit card. CI will garner 3% of all online payments. Family Care providers will still be able to submit check and money orders. Central based programs will likely take advantage of online payment system thus reducing staff demands. Michael Curley explained that the processes would be facilitated more efficiently with an online payment method; the actual labor cost savings has not been calculated. The staff processing these checks are not solely dedicated to completing this task.

    A motion to accept the Project Summary as written was made by Commissioner Bremby and seconded by Commissioner Bzdyra.   The motion was passed unanimously, no oppositions or abstentions.

STATEMENTS OF WORK:

  - **STATEMENT OF WORK 022: Department of Motor Vehicles,** *Towers Online System* was discussed. Robert Swartz shared an overview of the project. The data is retrieved from DMV and not stored at CI. This system allows Towing Companies to be compliant with their legislative mandate to notify individuals that their vehicle is being towed. Mark asked for clarification on the response received from a vehicle displaying an unmarked license plate. The existing system already addresses these concerns. Mark Raymond is discussed username/password access. Commissioner Bzdyra and George White explained that only licensed towers are the only who can access this information. The relay of exchange should have this information. Mark suggested incorporating multi-factor authentication. Monetizing the service could be a good selling tool.

    A motion to accept the Statement of Work 022 was made by Commissioner Bremby and seconded by Tom. The motion was passed unanimously.

o **MONTHLY STATUS REPORT FOR MARCH 2018**

   Robert Swartz from Connecticut Interactive (CI) reviewed the highlights of the Monthly Status report dated March 2018.

   Easha Canada suggested that we prioritize work by circling back with some agencies who have projects that have stagnated.

   There was a brief discussion regarding the backlog of opened/closed service desk requests. Robert Swartz will get the response

o **OTHER BUSINESS:**   None

Having no further business to discuss, a motion to adjourn this meeting was made Bzdyra and seconded by Commissioner Bremby, the motion was unanimously approved at 2:00 p.m.

*The next meeting of the Information and Telecommunications Executive Steering Committee is scheduled to take place **May 3, 2018** at 1:00 p.m. at this same location.*

Respectfully submitted,

Aleshia M. Hall, Executive Secretary
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