**Special Committee on the Utilization of Information Technology in Government**

**Meeting Minutes**

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| **DAY/DATE:** | **Thursday, December 10, 2015** |  |
| **TIME:** | **9:00 AM – Noon** |  |
| **LOCATION:** | 208 Hurricane Lane, Williston (Secretary's Conf. Room B) |  |
| **MEMBERS:** | Mike Schirling, John Burton, and Tim Kenney |  |
| **STAFF:** | Sue Zeller, Steve Klein, Catherine Benham, and Joy Livingston and Donna Reback – Flint Springs Assoc. |  |
| **PURPOSE:** | Regular Meeting |  |

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| **Item Number** | Item Description | Action By |
| **1.1** | Call to Order | Chair |
| **2.0** | Review and amend Agenda, if necessary | Committee |
| **3.0** | Prior meeting minutes approved | Committee |
| **4.0** | Sarah Clark – AHS CFO joined by Richard Boes, CIO and Commissioner of DII and Rob Lyman, AHS  Presentation regarding Integrated Eligibility (IE) and ABC methodology   * Discussion of ABC form – used with projects exceeding $500,000   + Forms are updated by DII annually   + Discussion of steps/timeline engaged in filling out the ABC form for IE * Discussion of costs of IE, fed/state share = 90/10 * Discussion of impact of federal incentives (e.g., A-87) on prioritization of projects * Discussion of development and scope of IE * Clarification of roles/responsibilities and decision making process around HHSE and specific IE project   + Sue Zeller will distribute graphic of project developed by Sarah Clark * Timeline described   + August – updated ABC form submitted to DII from AHS * Discussion of IE Cost factors and assumptions surrounding them   + Implementation DDI costs   + Ongoing Annual Operating Costs   + Funding concerns   + Current costs * Discussion of RFP process, weighting of factors for decision making and assumptions about contract negotiating project * Discussion of communications issues and challenges in development of large, complex IT development projects and gaining support for those projects * Discussion of specifications and potential costs of project configurations – related to ongoing annual operating costs |  |
| **5.0** | Richard Boes, CIO and Commissioner of DII – close out discussion  Presentation of recommendations re:   * RFP development and review * Acquisition of capital * Strategic centralized funding for IT * Sustainability policy   Identification of additional issues needing attention:   * Data governance policy * Privatization * ABC form * Outcomes and functional measurements of success   Discussion of what is needed to achieve economies of scale and DII’s efforts | ce |
| **6.0** | Comments from Staff (Sue Zeller)  Sue Zeller – concurs with Commissioner Boes’ recommendations. Additional concerns needed attention:   * Business process improvement * Outside project management * Back-fill SME positions (employees can’t do both the project and normal job) * Public understanding of IT’s role in all service delivery   Steve Klein - identification of issues to be addressed:   * centralized delegation of authority * roles of CIO and Commissioner   + management and vision |  |
| **7.0** | New Business |  |
| **8.0** | Adjourn meeting | Chair |

**Submitted By:** Donna Reback and Joy Livingston, Flint Springs Associates