



Special Committee on the Utilization of Information Technology in Government  
Meeting Minutes No. 1

**DAY/DATE:** **Thursday, September 17, 2015**  
**TIME:** **9:30 AM**  
**LOCATION:** 208 Hurricane Lane, Secretary's Conference Room A  
**COMMITTEE:** Mike Schirling; John Burton, and Tim Kenney  
**ATTENDEES:** Steve Klein, Sue Zeller, Catherine Benham, Steve Whitaker (videoed meeting)  
**ABSENT:**  
**PURPOSE:** Initial Meeting  
**DISTRIBUTED:** Via email (draft version 9/18/2015)

Item Number	Item Description	Action By
1.0	Call to Order at 9:32 AM	Mike
2.0	Create today's Agenda: a) Select Committee Chair; b) Discuss scope and language in Act 58; c) Develop list of people Committee would like to hear from and any additional documentation; d) Summary of meeting Mike had with Secretary Johnson and Commissioner Boes; e) Schedule future meetings.	Group
Above Agenda begins:		
3.0	Tim nominated Mike to be Chair; John seconded the nomination. The Committee voted that Mike Schirling will be the Chair and he accepted.	Committee
4.0	<ul style="list-style-type: none"> <li>The scope of work was discussed. The legislative language (2015 Act 58 Sec. 145.1 – copy attached) was reviewed and the committee agreed that it was a very aggressive list of powers and duties.</li> <li>The committee agreed that they should be able to address #1-4 plus #6 to some degree in time for the January 15, 2016 report deadline.</li> <li>A discussion was held about the lack of a list of legacy systems.</li> <li>The committee agreed they should be able to make a recommendation about #6.</li> </ul>	
5.0	<p>Mike summarized his meeting with Secretary Johnson and Commissioner Boes. He noted that DII is trying to get their arms around information technology (IT) projects – especially significant ones. Mike related that Richard Boes said there are about 70 projects a year and DII has 15 project managers out of a total 120 DII staff members. Statewide there are an estimated 460 positions designated as IT.</p> <p>Mike was provided with: a list of IT operating activities as of July 2, 2015 – provided voluntarily by departments; a copy of the DII Strategic Plan; a list of IT projects for FY 15 through FY 19, an</p>	Sue Zeller

**State of Vermont**

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	example of an independent review, and a copy of Administrative Bulletin 3.5. (Sue Zeller will provide the committee with the current draft revision of 3.5).  Mike said that concerns were raised about the difficulties in contracting related to the insurance and independence/liability sections of the Standard State Terms and Conditions. And, IT security in general is a concern.	
6.0	The committee also discussed having DII set up an anonymous email address and a website with anonymous web response form. They also discussed perhaps using Vermont Interactive Technologies (VIT) or WebEx to facilitate comments. Sue Zeller will follow up with DII & VIT on this.	Sue Zeller → DII & VIT
7.0	A tentative schedule of meetings and speakers was developed (see table below). Sue Zeller will schedule rooms and speakers. Steve Klein will coordinate legislative speakers.	Sue Zeller & Steve Klein
8.0	Public comments were provided by Steve Whitaker. He brought up concerns across a broad range of IT items and areas, including: history of projects, suggestions for people to speak to the committee; and the status of the Telecommunication Plan, the IT Plan and the Health IT Plan.	
9.0	No new business was discussed.	
10.0	The meeting was adjourned at 11:07 AM.	

This summary of the meeting forms the basis upon which we will proceed. Please respond with changes, corrections or questions to the originator within 5 working days. If no corrections, changes or questions are received within 5 working days, these minutes will become part of the permanent record.

By: Sue Zeller  
Cc: Committee Members  
Attachments: (1)

**Tentative Meeting Schedule (detailed not yet confirmed):**

Date	Time	Address & Room	Testimony #1	Testimony #2
9/30/2015	10 AM – 1PM	108 Cherry Street, Room (confirmed)	Richard Boes (is it possible to ask for Doug Robinson to speak by phone)	Sue Zeller - performance data, plus DII data staff member.
10/15/2015	9 AM – Noon	208 Hurricane Lane, Secretary's Conference Room A (confirmed)	Chairs from HAC and House Institutions (or members they assign)	Jim Reardon & Steve Klein and Lawrence Miller (financing now and future options)
10/30/2015	9 AM – Noon	312 Hurricane Lane - DVHA Small Conference Room (confirmed)	Deb Damore and DII staff member - (IT procurement) – also insurance.	Lawrence Miller about Health Care IT; past project performance from Independent Reviewers, someone from Gartner?
11/12/2015	9 AM – Noon	208 Hurricane Lane, Training Room (confirmed)	TBD	TBD
More meeting to be scheduled. if necessary				