**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
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| **5.0** | Richard Boes, CIO and Commissioner of DII – close out discussionPresentation 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
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| **7.0** | New Business |  |
| **8.0** | Adjourn meeting | Chair |

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