



Special Committee on the Utilization of Information Technology in Government Meeting Minutes

DAY/DATE: Friday, November 12, 2015
TIME: 9:00 AM to 12:00 Noon
LOCATION: 208 Hurricane Lane, Williston VT – AHS Training Room
MEMBERS: Mike Schirling, John Burton, and Tim Kenney
STAFF: Sue Zeller, Catherine Benham, Steve Klein
 Donna Reback and Joy Livingston – Flint Springs Assoc.
PURPOSE: Regular Meeting

| Item Number | Item Description | Action By |
|-------------|--|-----------|
| 1.1 | Call to Order | Chair |
| 2.0 | Review and amend Agenda, if necessary | Committee |
| 3.0 | Approve prior meeting minutes for 10/15/2015 | Committee |
| 4.0 | 9:00 AM – Steve Matera – Secretary of State’s Office <ul style="list-style-type: none"> • Discussion of working relations with DII around IT decision making and roles/responsibilities • Committee raised questions about use of cloud options and • Discussion of successful decision making process used in Secretary of State’s office to develop/fund IT projects <ul style="list-style-type: none"> ○ Factors used to ensure success and changes needed include leadership, competent staff, empowering management ○ Length of cycle from conception to implementation ○ Back-up plans to avoid risk | |
| 5.0 | 9:30 AM – 10:15 AM Senator Jane Kitchel and Representative Mitzi Johnson – Chair of the Senate and House Appropriation Committees, respectively <ul style="list-style-type: none"> • Explained language in the budget bill and rationale for establishing this Committee <ul style="list-style-type: none"> ○ Legislature needs guidance around appropriation of funds to procure IT, clear information about immediate costs, longer terms costs, sustainability of IT projects ○ Seeking clarity about questions and information needed to make IT funding decisions - looking for examples/models of decision making ○ Concern that money being spent on IT is serving Vermonters well • Discussion of DII’s relationships with legislature and with state agencies around providing needed guidance and oversight • Discussion of whether to restructure legislative committees in order to designate IT responsibility to a separate committee | |

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| | <ul style="list-style-type: none"> • Discussed usefulness/need for criteria to help legislative decisions • Reviewed examples/elements of well-articulated requests for IT funding - Judicial Case Management system, Defender General Case Management system and Tax Dept projects cited | |
| 5.5 | Break | |
| 6.0 | <p>10:30 AM – 11:00 AM Matt Riven (CFO), Jeff Loewer (CIO) and Patty Grable (State Court Administrator), Court Administrators Office</p> <ul style="list-style-type: none"> • Description of IT needs and requests for IT funds for Judiciary are routed <ul style="list-style-type: none"> ○ Judiciary runs its own IT • Discussion of working relationship with DII - types of support and services DII provides <ul style="list-style-type: none"> ○ Costs for DII services, what services are provided • Description of their method for evaluating type of IT system and products to use - custom vs off-the shelf and criteria applied • Described the elements of the “business case” they presented to legislature to fund the case management system • Discussed suggestions for funding mechanisms for IT <ul style="list-style-type: none"> ○ Use of special allocations, capital funds, general funds ○ Look to other states for best practices in this arena | |
| 7.0 | <p>Public Comments - Jen Mincar, owner of IT project management company - has managed 6-7 small projects for state departments</p> <ul style="list-style-type: none"> • Provided observations on procurement and project management • Discussed role and efficacy of DII in terms of oversight, project management, procurement, interactions with staff, portfolio management • Individual IT project management happens within state departments <ul style="list-style-type: none"> ○ Need for training project managers • Description of overall state contracting/procurement process as confusing, time consuming, overly complicated | |
| 8.0 | <p>11:00 AM – Hal Cohen, Secretary of AHS and Stephanie Beck, on new Integrated Eligibility System Project, accompanied by Dean Mudgett, Sarah Clark (CIO), John Stern (Deputy CIO), Darren Prail, Densie Naggleschmidt, Ken Schatz (DCF Commissioner), Shawn Brown</p> <ul style="list-style-type: none"> • Discussion of challenges and costs facing AHS in moving from 30 year old legacy system to more efficient IT system • Discussion of Integrated Eligibility (IE) project in terms of: <ul style="list-style-type: none"> ○ Costs ○ multiple contracts | |

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| | <ul style="list-style-type: none"> ○ federal/state dollars available (90%/10%) ○ federal requirements around use of federal \$\$ to build IT system ○ number of programs being brought under IE ○ needed oversight ○ use of off the shelf system vs a module system ○ independent verification and validation (IVV) ● Discussion of AHS's communication of project, needs, rationale for costs, accuracy of costs to the legislature <ul style="list-style-type: none"> ○ ABC form updated in independent DII review ○ Intangibles - how are these/are these described anywhere ● Discussion of how to improve system for dialoguing with and requesting IT funding from the legislature around these large projects ● Discussion of whether roles of DII (innovation and implementation) should be combined or kept separate ● Discussion of procurement and contracting processes, and impact of timeframe on costs ● Discussion of outsourcing IT ● Discussion of risk doing business with state or federal government and impact on costs ● Discuss number of apps for AHS business operations ● Discussion of pros/cons of centralized compared to decentralized systems | |
| 9.0 | New Business | |
| 10.0 | Adjourn meeting | Chair |

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