



Legislative Branch Computer System Planning Council

61st Montana Legislature

MEMBERSHIP
SUSAN FOX, CHAIRPERSON
SEN. DAVE LEWIS
REP. BILL BECK

MEMBERSHIP
MARILYN MILLER
DAVE HUNTER
TORI HUNTHAUSEN
AMY CARLSON
DICK CLARK

COMMITTEE STAFF
HENRY C. TRENK
DIRECTOR OLIT, LSD

MINUTES

February 26, 2010

Room 102, Capitol Building
Helena, Montana

Please note: These minutes provide abbreviated information about committee discussion, public testimony, action taken, and other activities. The minutes are accompanied by an audio recording. For each action listed, the minutes indicate the approximate amount of time in hours, minutes, and seconds that has elapsed since the start of the meeting. This time may be used to locate the activity on the audio recording.

An electronic copy of these minutes and the audio recording may be accessed from the Legislative Branch home page at <http://leg.mt.gov>. On the left-side column of the home page, select *Committees*, then *Interim*, and then the appropriate committee.

To view the minutes, locate the meeting date and click on minutes. To hear the audio recording, click on the Real Player icon. Note: You must have Real Player to listen to the audio recording.

COMMITTEE MEMBERS PRESENT

Sen. Dave Lewis
Rep. Bill Beck

Susan Fox, Chairperson

Marilyn Miller
Dave Hunter
Tori Hunthausen
Amy Carlson
Dick Clark

STAFF PRESENT

Hank Trenk, Director OLIT, LSD
Steve Eller, CSS Manager
Dale Gow, NSS Manager
Darrin McLean, Enterprise Architect
Karen Berger, Fiscal Services Manager
Terry Johnson, Principal Fiscal Analyst
Fong Hom, Committee Secretary

VISITORS

Visitors' list, Attachment 1

COMMITTEE ACTION

- The committee adopted the Operating Guidelines.

CALL TO ORDER AND ROLL CALL

00:00:01 Susan Fox called the meeting to order at 9:02 a.m. Members of the committee introduced themselves. The committee secretary noted the roll visually. All members were present.

Review of Computer Systems statutory roles and responsibilities - Susan Fox, Executive Director, Legislative Services Division

00:01:41 Ms. Fox talked about the statutory role and responsibilities of the Computer System Planning Council (**Exhibit 1**).

Operating Guidelines - Susan Fox

00:07:35 Ms. Fox talked about the Information Technology Purpose Statement what was adopted in February 2004, to be adopted again or reconsidered. Ms. Fox said that the Operating Guidelines (**Exhibit 2**) would need to be adopted again.

Motion

00:08:03 Sen. Lewis **moved** to adopt the Operating Guidelines. The motion passed.

State Legislative Branch Office of Legislative Information Technology (Exhibit 3)

00:08:48 **Hank Trenk, Director of OLIT**, discussed the structure of the Office of Legislative Information Technology.

00:11:30 **Steve Eller, Computer Services Section Manager**, discussed the responsibilities of the computer services section which include development and maintenance of all of the in-house software, user support and training for off the shelf software, license management, and digital media operations distribution.

00:15:09 **Darrin McLean, Enterprise Architect**, said that the Enterprise Architect tries to integrate the business with the IT, define the business process so that IT is building towards that business process, as well as the business understanding the IT so when things change, it will happen quickly and efficiently.

00:17:42 **Dale Gow, Network Services Section Manager**, said that the number one priority in this section is customer service. They work closely with Mr. Eller's group in keeping the highest uptime rates for the network and for computer support and all the applications that are pushed.

- 00:25:28 **Ms. Fox** said that they plan on talking about going paperless in the legislator training. She said that one issue that they will have to address is the laptop allowance, which was taken out in the budget cuts. In order for the new legislators and those who are at that 4-year replacement cycle, they will need to recommend that that be placed in the feed bill.
- 00:27:37 **Mr. Eller** said that some of the initial bill drafts and letters to the legislators were available electronically, as well as meeting notices and messages from constituents. He said that one of the problems that they encountered last time was you either signed up for electronic documents or you didn't. Now you can select if you want paper or electronic copies from constituents.
- 00:29:09 **Mr. Eller** talked about the advance agenda that is interactive. **Mr. Trenk** said that the advance agenda was designed to replace the old packet of information that contained all the bills and agenda. **Ms. Fox** said that one of the features is that you can look at the votes for second reading when you are in third reading.
- 00:32:28 **Terry Johnson** said that one of the things that you are ultimately trying to do is move towards totally automating and making the process paperless. What would be wrong with mandating that any new legislator coming in is required to go paperless? He said that if you are trying to move that way as quickly as possible, that would be one way to achieve it and then you grandfather the other people in.
- 00:35:55 **Dick Clark, Chief Information Officer, Information Technology, Department of Administration**, talked about:
- tour of the Data Center;
 - goal to move out of the Mitchell Building by the middle of November;
 - security; is big issue. IRS is coming to audit. Protocols are being used and the adoption of MMIS by the federals;
 - budget issue;
 - leasing and not buying equipment, using used equipment;
 - legacy systems.
- Questions**
- 00:50:01 Ms. Fox asked Mr. Clark to talk about his work that he is doing with the Finance Committee on the Information Technology Act. **Mr. Clark** said that the Finance Committee had asked him to take a look at the Montana Information Technology Act (MITA). He color-coded it line by line and went through what works now and what needs to be changed. He delivered all that information to the Legislative Finance Committee at the last meeting.

00:52:07 Rep. Beck asked about the security officer vacancy, what are the duties of the security officer, and will that position remain vacant. **Mr. Trenk** said that a decision was made to leave the security officer position vacant to gain vacancy savings to meet the 5% cut. There is still ongoing discussion as to what to do with that, whether to combine it with another position, to fill it as is, or put that into another job description. He asked Mr. Gow to explain that position.

Dale Gow said that they started with the Security Charter which is now in place. Currently, they are looking at creating policy for the Branch that is acceptable for all three divisions. The next step for the Security Officer is the policy creation and once that is in place, they can then look at procedures to get the policy adapted so the users understand it. They then take the final step which is educating the users.

IT Legislation - Susan Fox

01:00:33 Ms. Fox discussed several bills that did not pass last session. She said that the Legislative Branch has a reserve account to help pay for IT systems and replacement of these systems in the future. They had asked that money be deposited in that account to do an analysis of systems that may become obsolete. They had a bill to transfer funds but that did not pass, but because the Branch had the reserve account, they were able to do the analysis. Once they have the results of that analysis, they will be coming back and asking for guidance on what the next step will be.

Ms. Fox said that they are conscientiously documenting the systems, understanding what they have, understanding their needs for the future, where they need to go, and what systems might be approaching obsolescence. Legislative Services Division is losing staff that these systems have been developed around and they need to have that documented before they leave.

Review of Legislative Branch IT Budget (Exhibit 4) - Hank Trenk

01:07:28 Mr. Trenk talked about the three budget tables: 2011 Biennium Budget, 2009 Biennium Budget, and 2007 Biennium Budget.

Questions

01:10:15 Sen. Lewis said that he is looking at the personal services and that budget went up \$.5 million. Was there a major salary adjustment? **Ms. Fox** said that there was the 3% raise in that period of time and some market adjustments. **Karen Berger, Financial Services Manager**, said that part of those numbers are related to benefits with each FTE. When they increased the FTEs, there was a substantial increase in those two years related to insurance changes.

Ms. Fox said that they will continue to do the market survey but they don't have the budget for market adjustments. They do have to deal with recruitment and retention issues, and often in IT that is where some of the market adjustments occur.

IT Reserve Account - Hank Trenk and Karen Berger

01:13:32 Mr. Trenk said that Ms. Berger did a forward-looking estimate on what would be in that reserve account at the end of the biennium. There is money in that reserve account from left over budgets.

01:14:07 Ms. Berger said that there are two sources that fund the technology reserve. The remainders of feed bills and the division carry forward funds.

BREAK

01:37:21 Ms. Fox reconvened the meeting at 10:39 a.m.

Review of Major IT Projects for the FY 2011 Biennium - Hank Trenk

01:38:46 Mr. Trenk talked about the document (**Exhibit 5**) that shows the two-year business cycle that IT projects follow. One of the major focus after the legislative session is to get the MCA, Session Laws, and the Legislative Fiscal Division's budget books out. Some of the projects that Mr. Trenk discussed were: the Session Systems Analysis Project, the LFD Analysis and Documentation, the new Microsoft Office Suite 2007, the Blade Center Installation, the Citrix Farm, the ZCM Upgrade, Districting and Reapportionment, the Disaster Recovery Environment, the Audio Visual Resource Management, the Adobe Software upgrades, and the Enterprise Architect Program.

Comments

01:48:18 Mr. Clark said that he supports the Blade Center Installation. He commends the IT for going in that direction.

Update on Session Analysis Request for Proposals (RFP) - Steve Eller

01:51:20 Mr. Eller discussed the Request for Proposals (RFP) that was let for an analysis of the session processes and IT systems. They found a vendor and awarded a contract in December. There are three deliverables: an analysis of the processes; a look at our systems that support those processes; and delivery of a high level project plan.

01:58:19 Mr. Berger said that it is important to mention that one of the reasons that we went out for this analysis was not only because of the information that we would obtain but because some of those 16 technical systems that support us are

heading for obsolescence. It is important to determine the best way of getting those obsolescence systems integrated into all of the systems that may or may not be headed for obsolescence and making it more of a whole picture rather than pieces and parts.

LFD Documentation Project - Steve Eller

01:59:59 Mr. Eller discussed the LFD Documentation Project.

Potential Issues - Susan Fox

02:02:13 Ms. Fox talked about the potential issues that they would like to present to the Council (**Exhibit 6**).

- Laws
- IT Governance
- Social Networking/Social Media
- Status of Obsolete Systems
- Security
- Enterprise Architecture
- Computer System Plan
- Policy and Policy Education and Awareness

Tentative Work Plan

02:44:44 Ms. Fox talked about the work plan (**Exhibit 7**). She said the next meeting would be April 27, Tuesday.

Adjournment

02:46:13 Ms. Fox adjourned the meeting at 11:46 a.m.

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