

HJR 2 ERM Work Group Meeting Summary for 2/19/14  
prepared for the Education and Local Government Interim Committee by Pad McCracken, Research Analyst  
February 2013

Attendees:

Patti Borsberry	Office of the Secretary of State
Jodie Foley	Montana Historical Society
Tammy LaVigne	Department of Administration
Pad McCracken	Legislative Services
Laura Sankey	Legislative Services
Shantil Siaperas	MACo
Margaret Kauska	Department of Revenue
Cheri Bergeron	Office of Public Instruction
Bev Marlow	Office of Public Instruction
Cynthia Dingman	Department of Environmental Quality
Joyce Wittenberg	Department of Environmental Quality
Deb Butler	Legislative Audit Division
Sonia Gavin	Legislative Services Division
Lucy Richards	DNRC
Jeff Sillick	MDT
John Tarr	Montana Lottery
Bonnie Ramey	Jefferson County/MACR
Kris Stockton	Board of Public Education
Miranda Keaster	DOA/SITSD
Kyle Hilmer	DOA/SITSD
Rep. Don Jones	

The meeting was held in Room 137 of the Montana State Capitol and began at 1:30 PM. The meeting was audio and video recorded and streamed. The audio recording is available [here](#) and the video recording [here](#).

Pad McCracken, ELG staff, provided a brief recap of the Feb 4 ELG meeting and the update on HJR 2 provided to the committee. Participants introduced themselves.

Miranda Keaster from the SITSD Project Management Office provided an update on the RFI that was issued as a part of the ERM/ECM Project sponsored by State CIO Ron Baldwin. Nineteen vendors responded to the RFI and Ms. Keaster distributed a table showing the responses to the specifications listed in the RFI. Keaster was joined by Kyle Hilmer of SITSD and Hilmer pointed out that most of the vendors responded affirmatively that their respective solutions would meet the specifications and that this made it difficult to distinguish between their products. Keaster mentioned that five of the vendors/products were considered “leaders” through Gartner’s “Magic Quadrant” rating system and will provide a summary of that report to the work group. Work group participants had questions about what next steps would be and asked that prior to any decision about a product that a more thorough analysis of agency business needs be conducted. Keaster stated that she’d keep the work group updated about the process.

The work group then turned to its preliminary findings and recommendations document. ELG staff Pad McCracken presented the document and the work group discussed numerous changes and refinements. McCracken pointed out that a number of the recommendations address multiple findings and shared a table illustrating this that might be a supplement to the report made to ELG. Jeff Sillick of MDT commented that he would prefer collaboration that preceded joint approval of new IT systems by DOA and a TBD records authority, that the records community be involved well before final procurement

decisions are made. Much of the subsequent discussion focused on ensuring collaboration, elevating the importance and awareness of records management, and balancing meeting the needs of state agencies and local governments. State Archivist Jodie Foley suggested that creating occupational series or certifications for records management would be another way of making records management a higher priority.

ELG Staff Attorney Laura Sankey updated the group on the efforts of the subgroup working on statutory revisions. Sankey shared a document that lists the statutes that have been identified by the subgroup as needing revision and presented three options that the subgroup is considering presenting to ELG. The options are: 1) a complete overhaul of current public records law; 2) addressing all of the identified issues without reorganizing; and 3) addressing a limited number of the identified issues (a top 10 or top 5, for example). There was strong work group consensus for the complete overhaul option and a feeling that the opportunity to conduct this level of overhaul may not come again.

The meeting drew to a close with participants sharing various ideas of how to describe financial impacts and benefits of improving ERM. McCracken encouraged participants to email any other ideas or to bring them to the funding subgroup. There was also a brief acknowledgment that the work group may need to meet more than just the one remaining scheduled meeting. McCracken will look at the calendar and update work group participants.

The meeting adjourned at 4:05 PM.