Legislative Branch
Information Technology Planning Council
63rd Montana Legislature

MEMBERSHIP	MEMBERSHIP	COMMITTEE STAFF
SUSAN FOX, CHAIRPERSON	TORI HUNTHAUSEN	STEVE ELLER
SEN. ROGER WEBB	AMY CARLSON	MIKE ALLEN
REP. KIRK WAGONER	ROBERT NELSON	DARRIN McLEAN
MARILYN MILLER	DALE GOW	JENNIFER SIMMONS
LINDSEY GROVOM	RON BALDWIN	FONG HOM

MINUTES LOG
April 24, 2014
Room 152, Capitol Building
Helena, Montana

Please note: These minutes provide abbreviated information about committee discussion, public testimony, action taken, and other activities. To the left of each section in these minutes is a time designation indicating the approximate amount of time in hours, minutes, and seconds that has elapsed since the start of the meeting. This time designation may be used to locate the referenced discussion on the audio or video recording of this meeting.

Access to an electronic copy of these minutes and the audio or video recording is provided from the Legislative Branch home page at http://leg.mt.gov. On the left-side menu of the home page, select *Committees*, then *Interim*. Once on the page for *Interim Committees*, scroll down to the appropriate committee. The written minutes summary, along with the audio and video recordings, are listed by meeting date on the interim committee's web page.

Hard copies of the exhibits for this meeting are available upon request. Legislative Council policy requires a charge of 15 cents a page for copies of the document.

COMMITTEE MEMBERS PRESENT
Rep. Kirk Wagoner
Sen. Roger Webb

Susan Fox, Chairperson

Lindsey Grovom
Marilyn Miller
Amy Carlson
Tori Hunthausen
Dale Gow
Ron Baldwin

COMMITTEE MEMBERS ABSENT
Robert Nelson

STAFF PRESENT
Steve Eller, Computer Systems Section Manager (CSS)
Mike Allen, Network Services Section Manager (NSS)
Darrin McLean, Information Services Section Manager (ISS)
Jennifer Simmons, Financial Services Manager
Fong Hom, Committee Secretary

AGENDA & VISITORS' LIST

Agenda **(Attachment 1)**
Visitors' list **(Attachment 2)**

COMMITTEE ACTION
None

CALL TO ORDER AND ROLL CALL

00:00:01   Susan Fox, Chairperson, called the meeting to order at 1:01 p.m. The secretary noted the roll. Robert Nelson was absent.

WELCOME AND INTRODUCTIONS

00:00:21   The members of the committee introduced themselves.

ADOPTION OF MINUTES

00:01:23   Ms. Fox said that since the official minutes of interim committees are the audio minutes, the February 27, 2014, minutes do not have to be adopted, but without objection, those minutes will be adopted with a correction reflecting that Robert Nelson was not present at the meeting.

UPDATE FROM THE EXECUTIVE BRANCH - Ron Baldwin, CIO, Information Technology Services Division, Department of Administration

00:02:15   Mr. Baldwin gave **updates on the Enterprise Content Management Electronic Records Management** and **the status of the RFI.**

Committee questions

00:05:44   Ms. Fox asked if the Education Local Government Interim Committee is working with ITSD regarding possible statutory changes in electronic records management.

00:05:55   Mr. Baldwin said yes. He addressed the issue of policy and statute, the technical capacity, and the enterprise-based solution and operations for ECM.

00:06:21   Ms. LaVigne said that the HJR 2 work group, along with representatives from SITSD, put forward six recommendations on how to move forward with records management.

00:07:02   Mr. Baldwin discussed the **Strategic Plan and the 6 key strategies**.

00:11:10   Mr. Baldwin discussed the **intent to prepare legislation that updates the Montana Information Technology Act**.

00:13:22   Sen. Webb asked if that platform has the capabilities for expansion for an exchange of medical records from hospital to hospital?

00:13:42   Mr. Baldwin said yes.

00:16:07   Mr. Baldwin discussed the **statewide security training program** (SANS) that was implemented last year and made available for all state employees.

00:18:20   Mr. Gow discussed the training course that Legislative Services has developed that is similar to the SANS but is not modular based.

00:19:06   Mr. Baldwin discussed the **migration off of Microsoft Windows XP**.

00:20:23   Mr. Gow informed the committee of the status of the Legislative Services Division's migration off of Wins XP.

00:20:55   Mr. Baldwin discussed the **progress of the Data Protection Initiative; the multi-factor authentication; the RSA ID key fobs; Heart Bleed; Mobile Device Management RFP**.

00:29:09   Ms. Carlson, LFD, asked about Kill Switch and how that might be related.

00:29:43   Mr. Baldwin discussed the capabilities that Verizon and other companies are providing that addresses the issue of stolen devices.

00:33:15   Mr. Baldwin announced the Brett Doll, Administrator of Risk Management and Tort Defense Division, Department of Administration, will receive an award for procuring cyber-security insurance for the state of Montana.

00:34:31   Mr. Baldwin discussed the **budget rate setting update**.

00:35:51   Ms. LaVigne discussed the deadlines for submission of utilization rates. She discussed the newsletter that the SITSD is distributing and asked if members of the ITPC would like the newsletter.

00:38:00   Ms. Fox discussed the strategic plan that the ITPC is developing. She said that ITPC is working on its budget and will bring that to the next meeting.

DECLINING AND EMERGING TECHNOLOGY - Dale Gow, CIO, Legislative Services

00:42:50   Mr. Gow explained that this is a stage process both for the IT Plan and for the budget and that the list before the Council is not all inclusive. He welcomes ideas from the Council. **(Exhibit 1)**

- **Declining Technology - Steve Eller**

00:44:27   Mainframe TextDBMS System.

00:45:55   LAWS Web Pages.

00:47:08   WordPerfect and WordPerfect Macros.

00:48:15   Data Analytics.

00:49:17   Montana Budget Analysis and Reporting System (MBARS).

00:50:30   Web Development Environment

00:52:00   Capital Audio and Video

- **Emerging Technology - Darrin McLean**

00:53:14   Mr. Gow gave a brief summary of Emerging Technology.

00:53:56   Remote Desktop Solutions

00:55:13   Enterprise Information Archiving

00:56:17   Electronic Documents and Electronic Readers - Steve Eller

INFORMATION TECHNOLOGY ISSUES - Dale Gow

00:58:31   Mr. Gow said that the issues that they wanted to bring to the committee's attention are ones that either need direction or exposure to. **(Exhibit 2)**

00:58:59   Mr. Allen discussed **Legislator Printing**.

01:00:51   Mr. Allen discussed **Legislator Common Device**. He distributed a document that shows the types of systems that are being supported. **(Exhibit 3)**

Committee discussion
01:04:33   Ms. Miller asked about the different computers or devices that legislators wanted to purchase and why they all have to have something different?

01:05:05   Ms. Fox said that her impression is that some want to keep their own computer or device because it is what they are use to and what they like.

01:06:18   Mr. Gow said that last session they saw more variety of devices than ever. He said that Legislative Services has taken the stand that they won't say no, but there are limitations to what they can do. They have had to contract with an outside vendors to support legislators' choices of computers, tablets, etc.

01:07:27   Ms. Fox said they are seeking guidance from the Information Technology Planning Council on how to tell legislators that they can no longer just buy whatever device they want, that they are limited to either a Mac device or a PC device.

01:08:25   Rep. Wagoner discussed a better way of telling legislators which devices are preferred.

01:09:54   Sen. Webb recommended limiting the choices to three items and telling them which devices will or will not be supported.

01:16:09   Mr. McLean discussed **Legislator Common Email**.

01:17:21   Ms. Miller discussed making a one-time only special dispensation to replace legislators' computers regardless of whether or not they are in the 4-year replacement plan.

01:18:15   Ms. Fox commented on using up the full appropriation for the IT Allowance and encouraging the legislators to replace devices even if it is within the 4-year cycle.

01:20:13   Mr. Gow discussed the cafe style network called "a legislator private VLan".

01:22:52   Mr. Eller discussed **Geographic Information Systems (GIS)**.

01:24:28   Rep. Wagoner asked about the possibility of using the GIS in the Legislative Services.

01:24:36   Ms. Fox discussed the enterprise contract with ESRI for Arc View, Arc Info and the use of data sets.

01:27:00   Ms. Carlson said that one of the new emerging technology for their office is to be able to use data sets to answer questions.

01:29:34   Mr. Eller discussed **E-Learning**.

BREAK

BUDGET INITIATIVES FOR THE 2016-17 BIENNIUM - Dale Gow

01:44:36   Mr. Gow discussed **Budget Initiatives**. **(Exhibit 4)**

01:50:43   Ms. Carlson asked about iBARS support.

01:50:45   Mr. Gow said that there is a formula in the contracted services area where they would know the costs for those services.

SESSION SYSTEMS REPLACEMENT PROJECT UPDATE - Steve Eller

01:52:24   Mr. Eller gave an update on the Session System Replacement Project.
             (Exhibit 5)

01:58:45   Ms. Grovom gave her impressions of the legislative systems tour she took in
             Vermont.

01:59:06   Mr. Eller discussed the chamber automation and going paperless in North
             Dakota.

HOUSE AND SENATE AUDIO/VIDEO PHASING - K'Lynn Sloan-Harris, Audio/Video Coordinator

02:02:18   Ms. Sloan-Harris gave an **update on the Senate sound system panel ease of
             use project**.

02:06:23   Ms. Sloan-Harris gave a presentation on the **phasing of audio/video upgrades**.
             Ms. Sloan-Harris also discussed the need for planning phase III.

02:12:11   Ms. Miller asked about work on the microphone system.

02:12:16   Ms. Sloan-Harris said that work on the panel system has not been approved, but
             work on the upgrades will begin the week after Memorial Day and the first week
             of June.

02:12:39   Ms. Fox said that phase III will be a one-time only decision package.

LEGISLATOR ELECTRONIC COMMUNICATIONS - Susan Fox

02:14:50   Ms. Fox said that the Legislator Electronic Communications goes hand in hand
             with the potential common email. The Legislative Council created a
             subcommittee on this. Ms. Fox discussed the activities of the Legislator Email
             Subcommittee.

02:17:35   Sen. Webb said that the proposed common email, will those be .gov accounts?

02:17:55   Mr. McLean discussed the purchase of the domain, leg.mt.gov, and what the
             domain would be if they went with a common email system leg.mt.gov or mt.gov.

02:18:44   Ms. Fox discussed the phone messaging and the web messaging system used
             during the session, what can be offered if they went to a common email system,
             and the continuation of the eDocument program. Ms. Fox said more information
             on that issue will be presented at the next meeting.

LEGISLATOR INFORMATION TECHNOLOGY ALLOWANCE - Darrin McLean

02:19:47   Mr. McLean discussed the **Legislator IT Allowance**. **(Exhibit 6)**

02:21:35   Ms. Fox discussed the allowance form.

02:21:59   Mr. Gow discussed adding a section on devices that can be supported.

02:22:28   Ms. Fox asked about the types of devices that legislator would want; i.e., laptops, tablets, etc.

02:23:53   Sen. Webb said that it would be wise to include tablets because towards the end of last session tablets were showing up more than laptops.

02:24:50   Ms. Fox asked Rep. Wagoner if he would add Smartphones or iPhones to the list on the IT Allowance Form.

02:24:57   Rep. Wagoner said that you use your phone for personal business, business business, and legislative business. You don't carry three phones, and that's where it gets a little indecisive.

02:25:16   Ms. Fox said that that may be where that mobile device management that ITSD is looking into might be of some help.

02:25:27   Mr. McLean said that the trend is that we will be seeing more and more devices such as the Smartphone and tablets.

02:26:01   Mr. Gow said that if we start allowing mobile devices such as phones, those devices will be difficult to support because of the unfamiliarity of those devices.

02:27:53   Ms. Miller suggested that staff draft another allowance form to be clear on what devices could be purchased and supported.

02:29:19   Mr. Gow discussed the limitations of printers for a Mac device.

02:29:56   Rep. Wagoner commented on the allowance form. He would like to separate the operating system from the hardware to make it clearer.

PUBLIC COMMENT - none

FUTURE MEETINGS, WORK PLANS, AND OTHER BUSINESS

- **Proposed future meeting dates**
02:33:26   Ms. Fox discussed the proposed meeting dates of June 19 and August 14.

ADJOURNMENT

02:35:43   With no further business before the committee, Ms. Fox adjourned the meeting at 3:36 p.m.

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