Legislative Branch
Information Technology Planning Council

65th Montana Legislature

MEMBERSHIP	MEMBERSHIP	COMMITTEE STAFF
SUSAN FOX, CHAIRPERSON	AMY CARLSON	MIKE ALLEN
SEN. ROGER WEBB	ANGUS MACIVER	LINDSEY KRYWARUCHKA
REP. KIRK WAGONER	ROBERT NELSON	JENNIFER SIMMONS
MARILYN MILLER	DALE GOW	LAURA SHERLEY
LINDSEY VROEGINDEWEY		

MINUTES LOG
February 22, 2018
Room 102, Capitol Building
Helena, Montana

Please note: This document is a Minutes Log and provides a notation of the time elapsed between the beginning of the meeting and the time at which the item was presented or discussed, a motion was made, or a vote was taken. The narrative presented here is provided only as a guide to the audio or video record of the meeting. The official discussion, motion, or vote is available on the audio or video archive of this meeting. The Legislature does not prepare a transcript of meeting activities. The time designation may be used to locate the referenced discussion on the audio or video recording of this meeting.

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Please contact the Legislative Services Division at 406-444-3064 for more information.

COMMITTEE MEMBERS PRESENT
Sen. Roger Webb

Susan Fox, Chairperson
Lindsey Vroegindeway
Marilyn Miller
Joe Triem, representing Amy Carlson
Dale Gow
Angus Maciver

COMMITTEE MEMBERS EXCUSED
Rep. Kirk Wagoner
Robert Nelson

STAFF PRESENT
Mike Allen, Advanced Technical Services Manager
Lindsey Krywaruchka, Operations Services Manager
Jennifer Simmons, Financial Services Manager
Laura Sherley, Committee Secretary

VISITORS' LIST (**Attachment 1**)

AGENDA (**Attachment 2**)

COMMITTEE ACTION
The Information Technology Planning Council:
- moved to adopt the Planning Council Operating Guidelines.

CALL TO ORDER and ROLL CALL
00:00:01   Ms. Fox called the meeting to order at 1:00 p.m. The committee secretary took roll (**Attachment 3**).

REVIEW OF COUNCIL'S STATUTORY ROLES AND RESPONSIBILITIES -- Susan Fox, Chair
00:01:00   Ms. Fox reviewed the changes to the council's statutory roles and responsibilities (**Exhibit 1**) and (**Exhibit 2**).

REVIEW AND ADOPTION OF PROPOSED PLANNING COUNCIL OPERATING GUIDELINES
(ACTION ITEM) **-- Ms. Fox**
00:03:28   Ms. Fox reviewed the changes to the council's operating guidelines (**Exhibit 3**).

Motion
00:04:44   Ms. Miller moved to adopt the updated Planning Council's operating guidelines.

Vote
00:04:51   The motion passed unanimously on a voice vote.

UPDATE FROM THE INTERIM CHIEF INFORMATION OFFICER, MATT VAN SYCKLE, STATE INFORMATION TECHNOLOGY SERVICES DIVISION (SITSD), DEPARTMENT OF ADMINISTRATION
00:05:14   Mr. Van Syckle updated the council on the adoption of HB 2 rate reductions, implementation of the Government Risk and Compliance (GRC) tool, implementation of an investment framework and project portfolio management (PPM) tool, deployment of virtual desktop infrastructure (VTI), deployment of voice over internet protocol (VOIP) phones to state agencies, replacement of the statewide IT ticketing system, and updates to the Wide Area Network (WAN) contract.

REVIEW OF 2018/19 IT PLAN -- Dale Gow, Chief Information Officer, Office of Legislative Information Services (OLIS)
00:14:52   Mr. Gow reviewed the current 2018/19 IT Plan (see Exhibit 2).

CURRENT OLIS ENVIRONMENT -- Mr. Gow; Mike Allen, Advanced Technical Services Manager, OLIS; and Lindsey Krywaruchka, Operations Section Manager, OLIS
00:17:48   Mr. Gow compared the past and current OLIS staff organization, and reviewed the departments updated duties (**Exhibit 4**).

Council questions and comments for Mr. Gow
00:21:54   Ms. Fox commented on the functionality of having one main line number for technical support.

00:22:34	Ms. Vroegindeway spoke to the usefulness of having one main line for technical support during the regular session.
00:22:49	Ms. Miller asked if the personnel who answers the main line for technical support will act as an operator for the OLIS department and transfer callers to the appropriate location.
00:23:05	Mr. Gow commented that the main line will also have back-up personnel so there will be less wait time for callers.

Advanced Technical Services -- Mr. Allen

00:23:42	Mr. Allen reviewed the updates to the advanced technology and operation services that the department provides (**Exhibit 5**).

Operations Addendum to 2018/19 IT Plan -- Ms. Krywaruchka

00:28:20	Ms. Krywaruchka reviewed the addendum to the IT Plan that highlights the updates made to the operations services section of OLIS (**Exhibit 6**).

Council questions and comments for Ms. Krywaruchka

00:35:48	Ms. Fox commented on the TVMT broadcasting services transition.

REVIEW OF OLIS PROJECTS FOR THE FY 2018/19 BIENNIUM -- Mr. Gow, Mr. Allen, and Ms. Krywaruchka

00:37:07	Mr. Gow briefly reviewed the FY 2018/19 OLIS projects.
00:38:05	Mr. Allen commented on the new OLIS staff and staff transitions (see Exhibit 2).

Windows 10/Office 365 Upgrade

00:39:50	Mr. Allen updated the council on the Windows 10/Office 365 upgrade (**Exhibit 7**).

Website Redesign

00:44:56	Darrin McLean, Business Analyst, OLIS, reviewed the updates to the website redesign project (**Exhibit 8**).
00:52:10	Mr. Gow commented on the department's decision to keep the website redesign project internal.

Vote System Upgrade

00:52:58	Mr. McLean updated the council on the vote system upgrade (**Exhibit 9**).
00:55:45	Ms. Miller asked what company the department is working with on the vote system upgrade.
00:56:13	Ms. Miller asked if there will be IT personal working with the upgraded vote system that know the business process.
00:58:27	Sen. Webb asked if there are other states that International Roll Call (IRC) has used as a reference.
00:59:04	Mr. McLean reminded the council that the current vote system is down and continued his presentation.

Council questions and comments

01:01:35	Ms. Fox commented on the different and available functions of the upgraded vote system.
01:03:32	Mr. Gow commented on the required licensing for the upgraded vote system.
01:03:51	Mr. Allen commented on the costs of the required licensing.

Legislator Email
01:05:12   Mr. McLean reviewed the legislator email system and updates made to the
                system (**Exhibit 10**).

Council questions and comments
01:09:52   Mr. Maciver asked what the process is for prioritizing projects in the IT plan.
01:11:37   Mr. Maciver commented on the need of a structure and process for emergent
                SITSD projects.
01:12:26   Mr. MacIver asked if the branch can receive notice from SITSD regarding
                emergent projects.
01:14:26   Sen. Webb asked how many legislators have a state email account.
01:14:59   Sen. Webb asked why many of the legislators do not use their state email.
01:19:31   Mr. Gow commented on the department's strategic planning going forward, on
                the need for an emergent project notification system from SITSD, and asked Mr.
                McLean to comment on the IT staff responsibility to the SITSD projects.

Access Database Conversion (SQL/Functionality)
01:22:58   Mr. Allen reviewed the MS access database conversions project update
                (**Exhibit 11**).

Other Branch Projects
01:26:45   Mr. Gow discussed the SITSD projects and implementation of those projects.
01:28:29   Mr. Allen discussed the mobile device management (MDM) project.
01:29:36   Mr. Gow reviewed the VOIP phones that have been deployed throughout the
                branch, and the implementation of the federated identity management system.
01:30:10   Mr. Allen discussed the federated identify management system.
01:32:45   Mr. Gow commented on the extended dates and allowed exceptions from SITSD
                to implement the emergent projects.
01:33:07   Ms. Fox recommended that the discussion of a SITSD emergent project
                notification system be added to the next meeting agenda.
01:34:44   Mr. Gow commented on the functionality of the SITSD MS access database
                conversion project.
01:35:48   Mr. Maciver commented on the upgraded technology to report audit fraud.
01:37:10   Mr. Gow discussed videoconferencing options that OLIS is reviewing, and an
                ongoing business analysis that the department is conducting.

Session Systems Replacement Project
01:39:00   Susan Murray, Senior Business Analyst, OLIS, reviewed the updates to the
                Session Systems (SSR) project (**Exhibit 12**).
01:44:20   Mr. Gow introduced Shawn Whyte, Propylon, and the Propylon staff and
                commented on their work with OLIS.

BREAK (Reconvened at 2:54 p.m.)

REVIEW OF LEGISLATIVE BRANCH 2018/19 BIENNIUM IT BUDGET
01:54:58   Mr. Gow reviewed the IT Budget (**Exhibit 13**).
01:57:12   Ms. Simmons commented on the data reported in the IT Budget.
01:57:37   Mr. Gow continued his review of the IT Budget.
02:05:20   Ms. Fox commented on the expected and anticipated expenditures in the budget.

FUTURE STRATEGIC PLANNING FOR THE OLIS 2020/21 PLAN -- Ms. Krywaruchka
02:06:53   Ms. Krywaruchka discussed the strategic planning for the 2020/21 IT Plan.

Council questions and comments
02:11:18   Mr. Maciver asked what the council can do to involve SITSD in strategic planning for emergent projects.

SPECIAL SESSION UPDATE
02:14:51   Ms. Fox commented on the importance of reviewing the previous special session and creating a future IT plan for special sessions.
02:15:20   Mr. Allen reviewed the IT impact of 2017 special session and IT preparations for potential special sessions in the future (**Exhibit 14**).

Council questions and comments
02:20:11   Ms. Fox commented on the work of the OLIS and legislative staff during special session and reminded the council of the special session booklet that will have the updated Montana Code Annotated (MCA) changes from the 2017 special session.

PUBLIC COMMENT ON ANY MATTER WITHIN THE PLANNING COUNCIL'S JURISDICTION
None

FUTURE MEETINGS, WORK PLANS, AND OTHER BUSINESS
02:21:41   Mr. Allen reviewed the OLIS and state IT infrastructure (**Exhibit 15**).

Proposed Future Meeting Dates
02:26:50   Ms. Fox discussed future ITPC meeting dates.

ADJOURNMENT
02:28:46   With no further business before the council, Ms. Fox adjourned the meeting at 3:28 p.m.

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