Legislative Branch
Information Technology Planning Council

65th Montana Legislature

MEMBERSHIP
SUSAN FOX, CHAIRPERSON
SEN. ROGER WEBB
REP. KIRK WAGONER
MARILYN MILLER
LINDSEY VROEGINDEWEY

MEMBERSHIP
AMY CARLSON
ANGUS MACIVER
ROBERT NELSON
DALE GOW

COMMITTEE STAFF
MIKE ALLEN
LINDSEY KRYWARUCHKA
JENNIFER SIMMONS
LAURA SHERLEY

MINUTES LOG
May 1, 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.

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 Log, along with the audio and video recordings, is listed by meeting date on the interim committee's web page. Each of the "Exhibits" is linked and can be viewed by clicking on the Exhibit of interest. All Exhibits are public information and may be printed.

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

COMMITTEE MEMBERS PRESENT
Sen. Roger Webb

Susan Fox, Chairperson

Lindsey Vroegindewey
Marilyn Miller
Amy Carlson
Dale Gow
Diedra Murray, representing 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

CALL TO ORDER and ROLL CALL
00:00:03   Ms. Fox called the meeting to order at 1:01 p.m. The committee secretary took roll (**Attachment 3**).

UPDATE FROM THE EXECUTIVE BRANCH -- Matt Van Syckle, Interim Chief Information Officer, Information Technology Services Division, Department of Administration
00:00:50   Mr. Van Syckle gave updates on the implementation process of the top five information technology projects.

Committee questions
00:07:59   Ms. Fox asked what the solution will be for conference bridging in the Capitol building after the voice over internet phones (VOIP) project is completed June 30, 2018, since the new phones do not have conference ability.
00:09:23   Ms. Fox asked for clarification on the virtual desktop infrastructure (VDI) project.
00:11:03   Sen. Webb asked if the topic of broadband internet using TV white space was discussed at the National Association State CIO meeting in Washington, D.C.

SESSION SYSTEMS REPLACEMENT PROJECT -- Susan Murray, Senior Business Analyst
00:11:57   Ms. Susan Murray updated the committee on the SSR project implementation process (**Exhibit 1**).
00:17:02   Ms. Fox spoke on the chamber automation system of the SSR project.

Committee questions
00:17:42   Ms. Vroegindewey asked if an RFP will be sent out regarding the chamber automation system project.
00:18:23   Ms. Vroegindewey asked if there will be a set amount of hours or budget for the enhancements to the committee system.

00:19:00   Ms. Susan Murray continued her presentation.

Committee questions
00:20:32   Ms. Fox asked if the bill draft system in the SSR project will be ready to use for the 66th legislative session.

VOTE SYSTEM PROJECT -- Darrin McLean, Senior Business Analyst
00:20:42   Mr. McLean updated the committee on the Vote System project implementation process (**Exhibit 2**) and (**Exhibit 3**).

Committee questions
00:27:25   Ms. Fox asked if digital vote boards can be configurable to size.
00:27:42   Ms. Vroegindewey asked how many states have had digital vote boards installed by the International Roll Call company.
00:28:08   Ms. Krywaruchka asked if Montana is the last state to have analog vote boards.

00:28:35	Ms. Miller asked if replacing the vote boards will be budgeted and if the current boards will work through the upcoming 66th legislative session.
00:29:02	Ms. Fox reviewed the process of the vote boards replacement project.
00:29:54	Ms. Miller asked why the current analog vote boards are classified under historical preservation.
00:31:11	Ms. Vroegindewey asked if digital vote boards have the ability to stream videos, and asked if a survey has been done on what other state governments are using for vote boards.

LEGISLATOR EMAIL PROJECT -- Mr. McLean

00:31:59	Ms. McLean updated the committee on the Legislator Email Project implementation process (**Exhibit 4**).

Committee questions

00:36:26	Ms. Vroegindewey asked if legislators' letterhead and business cards will need to be updated by the division with the new state email addresses.
00:37:35	Ms. Vroegindewey asked when the current email accounts will be deactivated.
00:38:17	Ms. Vroegindewey asked if the new email activation deadline can be delayed until the beginning of the 66th legislative session when legislators' letterhead and business cards are regularly updated.
00:39:11	Ms. Miller asked for clarification of the difference between the current and new state email system, and asked for clarification of the email transition process.
00:40:44	Ms. Vroegindewey asked for a copy of the notification letter that will be sent out to all legislators regarding the transition to the new state email system.
00:40:55	Sen. Webb asked how many of the state legislators have a current state email account and what percentage of those email accounts are actively being used.
00:42:15	Ms. Vroegindewey asked if employee numbers have been given to legislative aides in the past.
00:43:45	Ms. Vroegindewey asked how email archiving will work in the new system.
00:45:36	Ms. Miller asked if legislative aides will receive a state email account.
00:46:55	Ms. Miller asked if legislative aides will have a choice to have a state email account.
00:47:40	Ms. Vroegindewey asked if legislative clerks and sergeants will receive the new state email accounts.
00:48:52	Ms. Miller asked for clarification on the notification letter that will be sent out to legislators regarding the new state email system.
00:49:30	Ms. Miller asked if there will be an email training session provided during legislative orientation.
00:49:59	Ms. Vroegindewey asked how often passwords will need to be updated on the new state email system.
00:51:01	Mr. McLean continued his presentation.

LEGISLATIVE WEBSITE REDESIGN PROJECT -- Mr. McLean

00:51:53	Mr. McLean updated the committee on the Website Redesign Project implementation process (**Exhibit 5**).

Committee questions

00:57:48	Ms. Vroegindewey asked when legislators will be brought in as stakeholders.

| 00:58:37 | Ms. Fox asked for clarification on the new website implementation date. |
| 00:59:40 | Ms. Krywaruchka commented on the information provided from the House of Representatives staff that aided in the website redesign. |

| 01:00:10 | Mr. McLean continued his presentation. |

AUDIO VIDEO PROJECTS -- Jessica James, Audio Video Coordinator
| 01:00:46 | Ms. James updated the committee on the audio video projects process (**Exhibit 6**) and (**Exhibit 7**). |

Committee questions
| 01:05:27 | Ms. Vroegindewey how many committee meetings will be streamed online at a time with the new SLIQ video program. |
| 01:06:03 | Ms. Vroegindewey asked if there will be a selection process for which committee meetings will be streamed each day during legislative session. |

STREAMING MEDIA PROJECT -- Lindsey Krywaruchka, Operations Section Manager
| 01:07:14 | Ms. Krywaruchka updated the committee on the streaming media project process (**Exhibit 8**). |

Committee questions
| 01:10:56 | Ms. Vroegindewey asked about time stamp markers in the recorded committee meeting videos and asked for clarification on the implementation date of the SLIQ video program. |
| 01:11:56 | Ms. Vroegindewey asked for clarification on the video streams editing process in the SLIQ video program. |

OTHER OLIS PROJECTS
01:13:10	Mr. Gow commented on the OLIS team effort on the projects.
01:13:48	Mr. Allen presented on other projects that the department is handling and the current OLIS organizational structure (**Exhibit 9**).
01:19:33	Ms. Krywaruchka commented on the OLIS staff and other projects the department is handling.
01:21:09	Mr. Gow commented on the work of the OLIS staff.
01:21:33	Ms. Vroegindewey commented on the OLIS projects implemented during the 2011-2018 interim.
01:22:28	Ms. Fox commented on the OLIS projects.

OLIS STRATEGIC PLANNING -- Ms. Krywaruchka
| 01:23:44 | Ms. Krywaruchka updated the committee on the department's strategic planning (**Exhibit 10**). |

Committee questions
01:29:48	Ms. Diedra Murray asked for clarification of the chart, and if there is a scoring process that will be applied to the outline (see Exhibit 10).
01:30:43	Ms. Fox reminded the committee that they will receive a draft of the project prioritization outline to review before it is brought before leadership.
01:31:16	Ms. Vroegindewey asked if the projects are planned for the 2019-2020 interim.

OLIS BUDGET PREPARATION FOR THE 2020-21 BIENNIUM -- Dale Gow, Chief Information Officer, and Jennifer Simmons, Financial Services Manager

01:33:10   Mr. Gow updated the committee on the OLIS budget preparation for the next biennium (**Exhibit 11**), (**Exhibit 12**), and (**Exhibit 13**).

Committee questions

01:42:58   Ms. Vroegindewey asked if the Oracle forms and reports data line will be the same for the 66th legislative session (see Exhibit 11).

01:43:32   Ms. Vroegindewey asked how much is in the IT reserve account.

01:46:34   Ms. Diedra Murray asked if there will be discussion on the Legislative Audit Division's budget requirements.

01:47:33   Ms. Fox commented on the future information technology projects listed in the budget (see Exhibit 11).

01:48:17   Ms. Diedra Murray asked if the ACL server support project is in the budget.

01:49:22   Ms. Miller asked for clarification of the chamber automation project.

01:50:02   Sen. Webb commented on the OLIS 2020-21 budget preparation.

PUBLIC COMMENT ON ANY MATTER WITHIN THE PLANNING COUNCIL'S JURISDICTION

None

FUTURE MEETINGS, WORK PLANS, AND OTHER BUSINESS

01:50:45   Ms. Vroegindewey asked if the committee would like her to send out a survey to other state's House of Representative clerks on what vote systems they use.

01:51:35   Ms. Carlson commented on the work of the OLIS staff and the committee.

ADJOURNMENT

01:52:38   Ms. Fox adjourned the meeting at 2:54 p.m.

Cl0106 8127l3xa