Legislative Branch
Computer System Planning Council
57th Montana Legislature

March 18, 2002   **MINUTES**   Room 137, State Capitol
Helena, Montana

Please Note: These are summary minutes. Testimony and discussion are paraphrased and condensed. Committee tapes are on file in the offices of the Legislative Services Division. **Exhibits for this meeting are available upon request. Legislative Council policy requires a charge of 15 cents a page for copies of documents.**

COMMITTEE MEMBERS PRESENT

Rep. John Brueggeman
Lois Menzies, Presiding Officer, Executive Director, Legislative Services Division
Chris Ahner, House Sergeant-at-Arms
Scott Seacat, Legislative Auditor, Legislative Audit Division
Clayton Schenk, Legislative Fiscal Analyst, Legislative Fiscal Division
Chuckie Cramer, Senate Sergeant-at-Arms

COMMITTEE MEMBERS EXCUSED

Tony Herbert, Chief Information Officer for Operations, Information Technology Services Division
Rosana Skelton, Secretary of the Senate

STAFF PRESENT

Hank Trenk, Director, Office of Legislative Information Technology
Terry Johnson, Principal Fiscal Analyst, Legislative Fiscal Division
Tori Hunthausen, Deputy IS Audit and Operations, Legislative Audit Division
Steve Eller, Applications Manager, Office of Legislative Information Technology
Jeanette Nordahl, Network Manager, Office of Legislative Information Technology
Miko Owa, Legislative Secretary
Marilynn Miller, Clerk of the House

AGENDA & VISITORS' LIST

Agenda (ATTACHMENT #1)
Visitors' list (ATTACHMENT #3)

MONTANA LEGISLATIVE SERVICES DIVISION STAFF: LOIS A. MENZIES, EXECUTIVE DIRECTOR • DAVID D. BOHYER, DIRECTOR, OFFICE OF RESEARCH AND POLICY ANALYSIS • GREGORY J. PETESCH, DIRECTOR, LEGAL SERVICES OFFICE • HENRY TRENK, DIRECTOR, OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY • TODD EVERTS, DIRECTOR, LEGISLATIVE ENVIRONMENTAL POLICY OFFICE

COMMITTEE ACTION

- Approved minutes of the January 31, 2002 meeting
- Approved the Draft Information Technology Purpose Statement
- Approved the Draft Report Outline

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 9:00 a.m. by **Lois Menzies, Executive Director, Legislative Services Division**. Roll call was noted (ATTACHMENT #2) with all members present except for Tony Herbert and Bob Nelson who were excused.

REPORT ON PUBLIC USE OF LEGISLATIVE BRANCH WEB SITE

Steve Eller, Manager, Applications Development, Office of Legislative Information Technology, reviewed web trends for the Council (EXHIBIT #1).

Ms. Menzies asked Mr. Eller how he knows the difference between a hit and a visit. Mr. Eller said that the system determines what a hit or visit is.

Ms. Menzies said that there is an intra-branch group, chaired by the Legislative Services Division Librarian, looking at the construction of the Legislative Branch web site and exploring ways to redesign it. She said that there will be a model ready by summer. Ms. Menzies said that one of the major goals is to have the same look and feel for divisions as well as having a greater presence on the web for the house and senate.

REVIEW OF STATEWIDE IT PROPOSALS

Ms. Menzies distributed to the Council a document titled *Potential New Proposals for 2005 Biennium* (EXHIBIT #2) created by Tony Herbert.

Hank Trenk, Director, Office of Legislative Information Technology, asked about two proposals for the Montana Budget Analysis Reporting System (MBARS) that are not included on Mr. Herbert's document. Ms. Menzies said that she did not know if the proposals had to rise to a particular dollar threshold or meet other criteria to be placed in the report. She said that the items in the report are new proposals within the Executive Planning Process (EPP) which would require additional funding.

REVIEW AND ADOPTION OF PROPOSED IT PURPOSE STATEMENT

Ms. Menzies reviewed for the Council the *Draft Information Technology Purpose Statement* (EXHIBIT #3). There were no objections to the statement, and the Council adopted the statement.

IDENTIFICATION OF IT PROJECTS AND BUDGET INITIATIVES

Mr. Trenk reviewed for the Council the *Potential Branch IT Projects/Initiatives for FY 2004-2005* (EXHIBIT #4).

Scott Seacat, Legislative Auditor, Legislative Audit Division, asked about the replacement cycle for personal computers and asked if that included laptops. Mr. Trenk responded yes.

Mr. Seacat asked Ms. Menzies about entering employee time sheets via SABHRS. Ms. Hunthausen said that she discussed the issue with Ms. Karen Berger and she did not feel that it would be cost effective. Mr. Seacat said that if we are not going to use the system, we need to let people know.

Mr. Seacat asked about the full time equivalent (FTE) issue. After much discussion, Ms. Menzies suggested that the Council proceed and further review the proposals with the associated costs before drawing conclusions on the FTE issue.

Mr. Seacat asked about the Television Montana (TVMT) proposal and its inclusion in the branch information technology plan. After much discussion, it was determined that the issue deserved further review and discussion. The item was left on the projects/initiatives list for now. Rep. Brueggeman said that he would like to see the dollar figures for TVMT.

Terry Johnson, Principal Fiscal Analyst, Legislative Fiscal Division, asked about constituent services. Mr. Trenk said that a lot of states have a correspondence data base with constituents.

Chuckie Cramer, Senate Sergeant-at-Arms, asked about chamber automation. Mr. Trenk said that it would require that every legislator have a laptop on his or her desk in the chambers. After much discussion, the Council said that the issue would remain on the projects/initiatives list, and costs for the program will be reviewed.

Ms. Menzies said that the recommendations to staff are to proceed with the projects/initiatives list and bring back additional information at the next meeting.

REVIEW AND ADOPTION OF FORMAT FOR LEGISLATIVE BRANCH IT PLAN

Ms. Menzies reviewed for the Council the *Draft Report Outline* (EXHIBIT #5). The Council approved the *Draft Report Outline.*

NEXT STEPS AND IDENTIFICATION OF AGENDA ITEMS

Ms. Menzies said that cost estimates for IT projects discussed today will be presented at the next meeting. Mr. Seacat asked that the information be provided ahead of time.

ADJOURNED

The meeting adjourned at 10:30 a.m.

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MEMBERSHIP	**MEMBERSHIP**	**COMMITTEE STAFF**
LOIS MENZIES, CHAIRPERSON	CHUCKIE CRAMER	HENRY C. TRENK
REP. JOHN BRUEGGEMAN	ROSANA SKELTON	DIRECTOR OLIT, LSD
CHRIS AHNER	CLAYTON SCHENK	
SCOTT SEACAT	TONY HERBERT, ITSD	

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