



Legislative Branch Computer System Planning Council

57th Montana Legislature

MEMBERSHIP

LOIS MENZIES, CHAIRPERSON
REP. JOHN BRUEGGEMAN
CHRIS AHNER
SCOTT SEACAT

MEMBERSHIP

CHUCKIE CRAMER
ROSANA SKELTON
CLAYTON SCHENCK
TONY HERBERT, ITSD

COMMITTEE STAFF

HENRY C. TRENK
DIRECTOR OLIT, LSD

September 5, 2002

MINUTES

Room 172, 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
Scott Seacat, Legislative Auditor, Legislative Audit Division
Clayton Schenck, Legislative Fiscal Analyst, Legislative Fiscal Division
Rosana Skelton, Secretary of the Senate
Chris Ahner, House Sergeant-at-Arms
Carl Hotvedt, Chief, Network Technology Services Bureau, Information Technology Services Division (substituting for Tony Herbert)

COMMITTEE MEMBERS ABSENT

Chuckie Cramer, Senate Sergeant-at-Arms

STAFF PRESENT

Marilyn Miller, Chief Clerk, House of Representatives
Hank Trenk, Director, Office of Legislative Technology (OLIT)
Jeanette Nordahl, Network Manager, OLIT
Steve Eller, Applications Development Manager, OLIT
Ted Wendt, Information Technology Intern, OLIT
Tori Hunthausen, Deputy IS Audit and Operations, Legislative Audit Division

AGENDA

Agenda (ATTACHMENT #1)

COMMITTEE ACTION

- ! Approved minutes of May 23, 2002, meeting.
- ! Approved the proposed FY 2004-05 Legislative Branch budget as presented with two modifications: (1) present the proposal to connect legislator laptops to the state network as a new proposal; and (2) remove the internet streaming (audio and video broadcasting to the public) proposal from the plan.

- ! Agreed to recommend appointment of a working group of legislators and legislative staff to study legislator automation issues during the upcoming interim.
- ! Approved the FY 2004-05 Legislative Branch IT Plan as submitted.

CALL TO ORDER, ROLL CALL, AND ADOPTION OF MINUTES

Lois Menzies, Executive Director, Legislative Services Division called the meeting to order at 9:20 a.m. All members were present for most portions of the meeting except for Chuckie Cramer, who was excused. The Council adopted the May 23, 2002, minutes without revision.

PROPOSED FY 2004-05 LEGISLATIVE BRANCH IT BUDGET: REVIEW OF COUNCIL'S PREVIOUS ACTION

Lois Menzies noted that the proposed FY 2004-05 Legislative Branch budget presented in May consisted of funding in four areas: maintaining the operational status of the current computer environment; audio recording of session committee hearings; internet broadcasting of session activities; and legislator automation. She reported that the Council took the following action in each area:

- ! Maintaining operational status: The Council requested that staff identify ways to reduce the budget to bring it more in line with current appropriation levels.
- ! Audio recording of session committee hearings: Members recommended that this proposal be moved into the 2003 feed bill.
- ! Internet broadcasting of session activities: Action on this proposal was postponed and additional information was requested.
- ! Legislator automation: The Council removed this proposal from the proposed IT budget.

Ms. Menzies also noted that the Council had requested that the Branch IT budget be made biennial.

PROPOSED FY 2004-05 LEGISLATIVE BRANCH IT BUDGET: MAINTENANCE OF OPERATIONAL STATUS -- PROPOSED REDUCTIONS

Hank Trenk, Director, Office of Legislative Information Technology reviewed the modified proposed budget (EXHIBIT #1). Focusing on the maintenance of the operational status of the current computer environment, he noted that the estimated cost for this budget item as presented to the Council in May was \$3,557,958. He said that the division directors were recommending reductions of \$314,995, which brought the budget down to \$3,242,963. Mr. Trenk said that this amount represents present law plus adjustments.

Members were generally comfortable with submitting the budget as proposed with the following modification: remove from the present law budget the cost associated with connecting legislator laptops to the state network for the 2005 session and present it as a new proposal. This will permit the 2003 Legislature to make a conscious decision as to whether this new service should

be available to legislators. In adopting the budget, members acknowledged that further reductions may be necessary during the 2003 session.

PROPOSED FY 2004-05 LEGISLATIVE BRANCH IT BUDGET: INTERNET BROADCASTING OF SESSION ACTIVITIES

Mr. Trenk noted that the cost of this new proposal to provide audio and video streaming of legislative session activities would be \$292,186 for FY 2004-05. He submitted a reduced proposal for \$51,000 for the Council's consideration (EXHIBIT #2).

Members agreed that providing this service would be of great benefit to the general public. However, given the current budget situation with further revenue deterioration projected for the next biennium, the Council agreed not to include this service as a new proposal for the FY 2004-05. In an effort to educate legislators about the benefits associated with internet streaming, the Council requested that this proposal be described in the IT plan as a possible future initiative.

ADOPTION OF PROPOSED FY 2004-05 LEGISLATIVE BRANCH IT BUDGET

The Council adopted the proposed budget as presented with two modifications: (1) present the proposal to connect legislator laptops to the state network as a new proposal; and (2) remove the internet streaming (audio and video broadcasting to the public) from the plan.

STUDY ON LEGISLATOR AUTOMATION

Ms. Menzies stated that the Council, during discussions at the May meeting, believed that more definition of legislators' IT needs was necessary before embarking on a legislator automation initiative. The Council also agreed that obtaining funding for an automation proposal would be unlikely given the state's budget situation.

In response to the Council's position, Ms. Menzies said that the three division directors are recommending that this issue be studied during the 2003-2004 interim by a working group consisting of legislators and legislative staff. Under this proposal, six legislators would be appointed to the working group, two each from the Legislative Council, Legislative Audit Committee, and Legislative Finance Committee. Each committee would appoint one Senator and one Representative, one representing the majority party and the other representing the minority party. House and Senate staff together with staff from the three legislative divisions would also participate in the working group. Scott Seacat, Legislative Auditor, suggested that the three division directors draft a charter and mission statement for the working group to be presented to the legislative committees for their consideration.

The Council approved the recommendation for appointing a working group of legislators and legislative staff to study legislator automation issues during the upcoming interim. Members suggested that the working group also explore internet streaming of legislative activities and e-mail services to legislators.

ADOPTION OF FY 2004-05 LEGISLATIVE BRANCH IT PLAN

The Council adopted the IT plan as presented without revision.

UPDATE ON STATEWIDE IT PROPOSALS AND ACTIVITIES

Carl Hotvedt, Chief, Network Technology Services Bureau, Information Technology Services Division (ITSD), reviewed the status of the ITSD's significant rate adjustment items and strategic issues under consideration for FY 2004-05. He noted that the ITSD is moving ahead with proposals involving a statewide GIS transportation database, public safety communications, project management support, an electrical generator, and a disaster recovery hot site.

Mr. Hotvedt also reported that executive agency IT plans have been submitted and reviewed by the ITSD. He said that the plans represent a good first step; however, agencies have been asked to provide more information in their plans regarding disaster recovery and business continuity and on plans for migrating nonstandard applications to standard applications if appropriate.

OPTIONS FOR PROVIDING E-MAIL FOR LEGISLATORS

Carl Hotvedt and Hank Trenk reviewed options for providing e-mail service to all legislators. They discussed the advantages and disadvantages of various options, including related costs.

After considerable discussion, the Council agreed that additional research was needed before determining whether this new service should be offered to legislators. Members suggested that this proposal be pursued by the proposed interim working group.

DEMONSTRATION OF LEGISLATOR SYSTEM

Ted Wendt, information technology intern with the Legislative Services Division, provided a demonstration of the centralized legislator information database (EXHIBIT #3). Members stated that they were impressed with the work completed by Mr. Wendt. They felt that the new database was far superior to the multiple databases that currently exist and that are labor intensive to maintain.

NEXT STEPS

Ms. Menzies announced that the IT budget and plan will be presented to the Legislative Council for its review and approval on September 12, 2002. No additional meetings of the Planning Council are anticipated. Ms. Menzies thanked the members for their good work.

ADJOURNMENT

The meeting adjourned at 11:45 p.m.