Legislative Branch
Computer System Planning Council

58th Montana Legislature

MEMBERSHIP
LOIS MENZIES, CHAIRPERSON
REP. JOHN BRUEGGEMAN
MARILYN MILLER
SCOTT SEACAT

MEMBERSHIP
CHUCKIE CRAMER
ROSANA SKELTON
CLAYTON SCHENCK
JEFF BRANDT, ITSD

COMMITTEE STAFF
HENRY C. TRENK
 DIRECTOR OLIT, LSD

April 22, 2004   **MINUTES**   Room 102, 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 (LSD)
Rosana Skelton, Secretary of the Senate
Chuckie Cramer, Senate Sergeant-at-Arms
Scott Seacat, Legislative Auditor, Legislative Audit Division (LAD)
Jeff Brandt, Deputy Chief Information Officer, Information Technology Services Division (ITSD)

MEMBERS EXCUSED

Marilyn Miller, Chief Clerk, House of Representatives
Clayton Schenck, Legislative Fiscal Analyst, Legislative Fiscal Division (LFD)

STAFF PRESENT

Hank Trenk, Director, Office of Legislative Information Technology, LSD
Jeanette Nordahl, Network Manager, Office of Legislative Information Technology, LSD
Steve Eller, Applications Development Manager, Office of Legislative Information Technology, LSD
Tori Hunthausen, Deputy Legislative Auditor for IS Audits and Operations, LAD
Karen Berger, Financial Services Manager, LSD
Terry Johnson, Principal Fiscal Analyst, LFD

CALL TO ORDER

Lois Menzies, Executive Director, LSD, called the meeting to order. Members and staff introduced themselves.

ADOPTION OF MINUTES

The minutes from the February 12, 2004, meeting were adopted without revision.

REVIEW OF PROPOSED LEGISLATOR COMPUTER USE SURVEY

Ms. Menzies reminded members that the Planning Council, as part of its 2005 biennium plan, had recommended that a working group of legislators and staff be formed to begin to define legislators' future needs for technology. Because of the budget reductions, the division directors decided not to proceed with creating a working group and instead agreed that it would be useful to conduct a survey of legislators' computing needs similar to the surveys conducted in 1992 and 1996.

Hank Trenk, Director, Office of Legislative Information Technology, LSD, reviewed the draft survey entitled *Montana Legislator Computer Use Survey* (EXHIBIT #1). The survey will be mailed to legislators in mid-June with a response deadline of July 31.

Chuckie Cramer, Senate Sergeant-at-Arms, suggested that a question be added asking legislators if they would be willing to share costs for services such as an Internet connection. **Rep. Brueggeman** stated that legislators need standardized e-mail, but they are concerned about the confidentiality of electronic messages. He said that legislators need to know what is and is not a public record and asked for a legal interpretation in this area. **Jeff Brandt, Deputy Chief Information Officer, ITSD**, suggested that an optional signature line be added to the survey and that the "graphics" listed in question #2 be combined with "presentation".

REVIEW OF "PAPERLESS LEGISLATURE" FINDINGS

Lois Menzies said that, in response to a request from Rep. Bob Lake, the LSD had surveyed three states (Rhode Island, North Dakota, and South Dakota) to learn more about "paperless" legislatures. She briefly reviewed the survey findings (EXHIBIT #2: *Paperless Legislature*). Hank Trenk then shared his observations on implementing a "paperless" legislature project (EXHIBIT #3: *Observations on Implementing a Paperless Legislature Project).*

Chuckie Cramer stated that it was important for legislators and the public to know that computer equipment purchased by the state, including the Legislature, is often surplused to other state or local government agencies for their use.

WIRELESS TECHNOLOGY INITIATIVE AND HIGH SPEED INTERNET ACCESS FOR LEGISLATORS

Carl Hotvedt, Chief, Network Technology Services Bureau, ITSD, introduced Dawn Pizzini, who is the ITSD's customer relations representative. Mr. Hotvedt said that wireless technology is a way to augment connectivity. He discussed the issues associated with wireless networks including the shared environment, distance limitations, the ability to provide services in hard-to-wire buildings, frequency spectrums, and evolving standards.

In response to a question from Hank Trenk on the security of a wireless network, Mr. Hotvedt said that a wireless network would have an authentication requirement; a user would need to preregister, and ITSD would define access. Rep. Brueggeman said that a wireless network may provide more of a service to lobbyists and the public than legislators because the chamber desks and legislators' office space already have fixed connections.

On the topic of providing a high speed Internet connection for legislators, Mr. Hotvedt said that the ITSD has been trying to discourage installing DSL because an analog line is needed, which

requires additional wiring in closets. He said that a better solution would be to provide an Internet VLAN. Security issues are resolved because VLAN users are outside the firewall.

Chuckie Cramer suggested that information be sent to legislators before the session indicating the type of equipment legislators will need if they want to obtain an Internet connection.

REVIEW OF STATEWIDE IT PROPOSALS FOR 2007 BIENNIUM

Jeff Brandt provided a brief overview of several potential IT proposals that may have an impact on ITSD's rates (EXHIBIT #4: *Potential IT Requests*). He noted that rough estimates on the costs of these proposals have been developed but that the proposals have not completed the budget review process. Additional proposals involve providing a stable funding source for the state's spatial data infrastructure and acquiring federal funding for building out a statewide public safety communications system.

In response to a question about operational costs for the public safety communications proposal, Mr. Brandt said that the state must figure out how to maintain systems once they are deployed. **Scott Seacat, Legislative Auditor**, said that the Legislative Audit Committee is concerned about the security of the state's data center and suggested that Homeland Security money may be used in this area.

POTENTIAL IT PROJECTS AND BUDGET INITIATIVES FOR FY 2007 BIENNIUM

Hank Trenk reviewed potential IT projects and budget initiatives for the FY 2007 biennium (EXHIBIT #5: *Potential Branch IT Projects/Initiatives*). He noted that items #1 (maintain existing computer environment) and #2 (maintain/support/enhance existing systems) have been on the list for past bienniums and comprise about 90% of the budget. Item #3 (security issues) has been deleted from the list several times. Regarding item #4 (obsolescence issues), Mr. Trenk stated that:

- the Legislature will be able to use the current House and Senate vote systems for the next two to three sessions;
- it may cost approximately $800,000 to rewrite LAWS to replace WordPerfect;
- the LSD will continue to have vendor support for TextDBMS, which is used to produce the Montana Code Annotated;
- the state no longer provides support for Lotus Approach and that the LFD has some Lotus Approach databases; and
- the state is looking into alternatives to upgrading to the MS Office Suite.

Mr. Trenk also noted that the Legislative Council has expressed interest in item #5 (interactive video). He said that there may be interest in expanding or enhancing TVMT, Internet broadcasting of session activities, and audio and video recording of committee meetings (items #5, #6, and #7).

In reference to the eventual obsolescence of the House and Senate vote systems, Chuckie Cramer asked if money should be set aside for funding major systems that will need replacement. Scott Seacat said that some agencies do reserve funding for replacement costs. He also suggested that the law could be changed to allow 30% of the amount of money reverted in the feed bill to be retained. Mr. Seacat said that he and Tori Hunthausen will look into possible ways of funding system replacement costs.

Ms. Cramer said that she thought the Legislature was moving at an appropriate pace on TVMT and audio streaming. Lois Menzies suggested that interactive video (item #5) be dropped from the list because a pilot project, under the sponsorship of the Legislative Council, will be conducted during the 2005 session. Depending on the results of the pilot project, funding for interactive video may be sought during the 2007 session.

Scott Seacat stated that upgrades to enterprise systems, such as SABHRS and BANNERS, often results in expensive adjustments to legislative systems that obtain data from the enterprise systems. He questioned whether state agencies responsible for upgrading the enterprise systems take into consideration the costs to other agencies. He suggested that legislation could be enacted to require these secondary costs to be included within the initial funding of enterprise systems. Mr. Seacat asked that this issue be included on the agenda for the next meeting.

Karen Berger, Financial Services Manager, LSD, suggested that perhaps the Legislature ought to consider taking "small bites" out of further automation projects. For example, rather than considering full chamber automation, perhaps only e-mail ought to be provided initially. In regards to a "paperless" legislature, Chuckie Cramer said that someone needs to decide what "paperless" is. **Rosana Skelton, Secretary of the Senate**, noted that a cost-benefit analysis is necessary and that paper may prove to be less expensive. Rep. Brueggeman stated that paper always will be necessary to some extent because of the nature of the legislative process. He suggested that an automation priority ought to be replacing the boards for displaying the amendments on the floor. Different display boards could speed up the amendment process. Rep. Brueggeman also suggested that it would be useful for the House vote system to display a running total of votes.

Ms. Menzies said that the OLIT staff will develop cost estimates for the IT proposals for presentation at the June meeting.

REVIEW OF FORMAT FOR LEGISLATIVE BRANCH INFORMATION TECHNOLOGY PLAN

Hank Trenk reviewed the *Legislative Branch Computer System Plan Outline: FY 2006-2007* (EXHIBIT #6). He noted that the format for several sections of the proposed plan would be similar to the 2000 plan. Members expressed no objections to the proposed outline. Ms. Menzies encouraged members to let Mr. Trenk know if they had any suggested revisions.

NEXT STEPS AND NEXT MEETING

Ms. Menzies said that the next meeting is June 8. Agenda items will include a draft budget, selection of IT initiatives, and input on the branch plan. She asked if members would be interested in developing a vision for the long-term use of IT in the Legislative Branch. Members agreed that setting a vision would assist the Council in its planning functions.

ADJOURNMENT

The meeting adjourned at 12 p.m.