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

June 8, 2004 **MINUTES** Room 152, 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)
Clayton Schenck, Legislative Fiscal Analyst, Legislative Fiscal Division (LFD)
Jeff Brandt, Acting Chief Information Officer, Information Technology Services Division (ITSD)

MEMBERS EXCUSED

Marilyn Miller, Chief Clerk, House of Representatives

STAFF PRESENT

Hank Trenk, Director, 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 April 22, 2004, meeting were adopted without revision.

2007 BIENNIUM IT RATE ADJUSTMENT REQUESTS

Doug Volesky, Assistant Administrator, Finance and Administration, ITSD, reviewed a handout entitled *FY06-07 IT Rate Adjustment Requests* (EXHIBIT #1). He described 11 rate

adjustment items noting that the requests were still in draft form and would be submitted to the Office of Budget and Program Planning (OBPP) next week.

Scott Seacat, Legislative Auditor, said that security of the data center is critical. He also noted that the ITSD had agreed to form a task force, which would include participants from the Legislative Branch, to evaluate auditing software. He asked about the status of the task force. Jeff Brandt, Acting Chief Information Officer, ITSD, said that the task force has not yet been formed but that the ITSD plans to do so. Terry Johnson, Principal Fiscal Analyst, LFD, asked whether MBARS training will be included within the SABHRS end-user training program. Mr. Volesky said that he would look into this. Mr. Johnson also said that it would be beneficial to show the rate increases in a percentage format.

PROPOSED 2007 BIENNIUM CENTRAL IT BUDGET

Hank Trenk, Director, Office of Legislative Information Technology, LSD, presented two handouts: *Potential Branch IT Projects/Initiatives* (EXHIBIT #2) and *Legislative Branch FY2004-2005 2006-2007 IT Budget* (EXHIBIT #3). He stated that in order to manage the budget reductions made during the 2003 session, the Legislative Branch did not maintain its normal replacement cycle for personal computers (PCs) (i.e., replacement of half of the computers every 2 years). However, the replacement cycle is funded in the proposed 2007 biennium budget. Mr. Trenk also noted that the proposed budget does not include any ITSD rate increases. Scott Seacat recommended that the budget data be presented in a two-column, rather than four-column, format because the Legislative Branch has a biennial budget.

Lois Menzies said that the legislator automation item (Item #4) in the proposed 2007 biennium budget contains several new services, including18 laptop PCs with wireless network connections and state e-mail accounts for all legislators. She asked members if they were interested in seeking funding in these areas. Rep. Brueggeman stated that the legislator automation item ought to remain on the table for discussion at this point. He said that additional information regarding legislators' IT needs will be gleaned from the legislator computer use survey. Clayton Schenck, Legislative Fiscal Analyst, commented that Mr. Trenk had done a good job of identifying and developing cost estimates for the IT needs for the branch.

RESERVING FUNDS FOR IT EQUIPMENT AND SYSTEM REPLACEMENT

Scott Seacat, Legislative Auditor, reviewed a handout entitled *Funding for the repair and replacement of equipment and information technology resources* (Exhibit #4, side 1). He discussed four options for reserving funds and recommended that the Council pursue options 3 and 4, which would allow feed bill reversions and a portion of the reversions from the legislative agencies' budgets to be placed in a reserve account for repair and replacement of IT equipment and resources.

Chuckie Cramer, Senate Sergeant-at-Arms, asked if the reserve account could be raided in tough budget times. Mr. Seacat said that the account could be vulnerable because the Legislative Branch has participated in budget reductions in the past. Rosana Skelton, Secretary of the Senate, said that she supports the idea of creating a reserve account to finance major IT expenditures.

Ms. Menzies said that she believed the reserve account ought to be used to fund replacement

of obsolete equipment and information systems; she expressed some concern about using the reserve account to fund the PC replacement cycle, stating that she preferred that this expense be funded through the branch's central IT biennial budget. Mr. Seacat said that he was comfortable with using the reserve account to address obsolescence issues. Clayton Schenck stated that using the account to address obsolescence issues was appropriate; however, he said that it may be difficult to get a statutory appropriation to expend money from the account. Rep. Brueggeman said that he supported a statutory appropriation; he stated that it may not be that difficult to obtain authority for a statutory appropriation because reversions are being used. He also said that he does not necessarily agree that the Legislative Branch needs to take cuts when the Executive Branch does.

Terry Johnson suggested that the statutes concerning sweeping of state special revenue accounts and the criteria for statutory appropriations be reviewed when the bill is drafted. He also questioned whether the creation of a reserve account would be setting a precedent for Executive Branch agencies. If creation of these accounts becomes common place, it will have an impact on general fund reversions. Rep. Brueggeman said that creation of a reserve account gives managers more options for managing their budgets.

Lois Menzies stated that, based on the Planning Council's discussion, a bill will be drafted to create a state special revenue account to fund replacement of obsolete IT equipment and systems. The legislation will permit reversions from the feed bill and a portion of the 30% carry forward funds from the three divisions to be deposited into the account.

IMPACT TO USER AGENCIES RESULTING FROM ENTERPRISE SYSTEM UPGRADES

Scott Seacat explained that, in the past, the Executive Branch has made changes to statewide IT systems that have impacted Legislative Branch IT subsystems that rely on data from the statewide systems. Rewriting these subsystems has been expensive and time consuming. He suggested that legislation be enacted to require the OBPP to describe the impacts and costs to the Legislative Branch IT resources resulting from Executive Branch changes and upgrades to their systems (EXHIBIT # 4, side 2). The description could also include the impacts and costs to the Judicial Branch and other Executive Branch agencies.

Jeff Brandt said that it may be difficult for the ITSD and OBPP to identify costs. Mr. Seacat said that the ITSD and OBPP would need to work with user agencies to develop cost estimates. Clayton Schenck and Terry Johnson agreed that identifying costs to all agencies would be beneficial. Chuckie Cramer noted that the impact to agencies may be positive, not negative. Mr. Seacat invited Mr. Brandt to develop draft language for future discussion.

PRIVACY ISSUES REGARDING LEGISLATORS' COMPUTER USE

Lois Menzies distributed and discussed a handout entitled *Summary of Legislative Computer Security Meeting* (Exhibit #5). She noted that the summary table was developed after a meeting with leadership and staff during the 2003 session.

Rep. Brueggeman commented that legislators need to exercise good judgement when using public resources. Chuckie Cramer said that this information would be a good reference tool to

distribute to all legislators early in the session.

USE OF VLAN FOR HIGH SPEED INTERNET CONNECTION

Hank Trenk reported that a VLAN could be used during the 2005 session to provide legislators with a high speed Internet connection for their own computers. Because the VLAN is outside the firewall, security issues are addressed. Mr. Trenk said that he is waiting for a cost estimate from the ITSD for providing this service. Lois Menzies asked if the VLAN would be offered in lieu of the dial-up connection provided during the 2003 session. Rep. Brueggeman suggested that the VLAN be offered for use in the Capitol. If a member wanted a dial-up connection for use outside the Capitol, the member should be required to provide it. He recommended that standards for computers be set if a legislator wants an Internet connection through the VLAN. Chuckie Cramer agreed that the LSD must set some limitations on services that will be provided within the Capitol; outside the Capitol, legislators are on their own.

MODIFICATIONS TO HOUSE ELECTRONIC BOARDS

Hank Trenk said that the House would need to replace its current boards with larger ones if complete sets of amendments were to be displayed during second reading. Another option would be to have a large retractable board installed in the front of the chamber that would drop down when needed. Ms. Cramer asked if the use of big screen televisions would be an option. Rep. Brueggeman said that another option might be to replace the boards with multi-use screens. Mr. Trenk said that additional research would be needed in this area.

STATE E-MAIL OPTIONS

Hank Trenk said that the ITSD has offered two e-mail options. The first option would be to use the state e-mail system (i.e., Exchange server) to create a pass-through account for each interested legislator and assign to these legislators a standardize e-mail address (e.g., repjones@mt.gov, sensmith@mt.gov). Messages received at these addresses would be forwarded to the legislators' personnel e-mail accounts. The ITSD would provide this service at no cost. The second option would be to create an e-mail account for each interested legislator on the state's Exchange server. The cost for this service would be $6 each month for each legislator. Rep. Brueggeman asked that a question about these e-mail options be included in the legislator computer use survey.

DISPLAYING RUNNING VOTE TOTALS IN HOUSE

In response to a question raised at the last Planning Council meeting, Hank Trenk reported that the House vote system can be configured to display running vote totals similar to the Senate's vote system. The decision to display a running total rests with House leadership.

VISIONING FOR LONG-TERM USE OF INFORMATION TECHNOLOGY

Because of time constraints, the visioning exercise was postponed until the next Planning Council meeting.

NEXT STEPS AND NEXT MEETING

Ms. Menzies said that the preliminary IT plan and budget for the 2007 biennium will be

presented to the Legislative Council on June 25. The next Planning Council meeting probably will be early September. At this meeting, members will adopt the final IT plan and budget for review and approval by the Legislative Council at its September meeting.

ADJOURNMENT

The meeting adjourned at 12 p.m.