



# Legislative Branch Information Technology Planning Council

63rd Montana Legislature

## MEMBERSHIP

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

## MEMBERSHIP

TORI HUNTHAUSEN  
AMY CARLSON  
ROBERT NELSON  
DALE GOW  
RON BALDWIN

## COMMITTEE STAFF

STEVE ELLER  
MIKE ALLEN  
DARRIN McLEAN  
JENNIFER SIMMONS  
FONG HOM

## MINUTES LOG

June 24, 2014  
Room 405, Capitol Building  
Helena, Montana

Please note: These minutes provide abbreviated information about committee discussion, public testimony, action taken, and other activities. To the left of each section in these minutes is a time designation indicating the approximate amount of time in hours, minutes, and seconds that has elapsed since the start of the meeting. This 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 summary, along with the audio and video recordings, are listed by meeting date on the interim committee's web page.

Hard copies of the exhibits for this meeting are available upon request. Legislative Council policy requires a charge of 15 cents a page for copies of the document.

### **COMMITTEE MEMBERS PRESENT**

Rep. Kirk Wagoner  
Susan Fox, Chairperson  
Lindsey Grovom  
Marilyn Miller  
Amy Carlson  
Tori Hunthausen

### **COMMITTEE MEMBERS EXCUSED**

Sen. Roger Webb  
Dale Gow  
Ron Baldwin  
Robert Nelson

### **STAFF PRESENT**

Steve Eller, Computer Systems Section Manager (CSS)  
Mike Allen, Network Services Section Manager (NSS)  
Darrin McLean, Information Services Section Manager (ISS)  
Jennifer Simmons, Financial Services Manager  
Fong Hom, Committee Secretary

## AGENDA & VISITORS' LIST

Agenda (**Attachment 1**)  
Visitors' list (**Attachment 2**)

## COMMITTEE ACTION

### CALL TO ORDER AND ROLL CALL

00:00:03 Susan Fox called the meeting to order at 1:02 p.m. The Secretary noted roll. Sen. Webb and Dale Gow were excused.

### EMERGING ISSUES (Exhibit 1)

#### **Common Email for Legislators - Darrin McLean**

00:01:06 Mr. McLean gave an update on the Common Email for Legislators. He said that the Legislative Council was not ready to go forward with a common email system but the Subcommittee is still looking at the retention policy and what constitutes a public record.

#### **Web Development Update and Web Content - Steve Eller**

00:02:14 Mr. Eller gave a presentation on redesigning the Legislative Branch's website.

00:03:59 Mr. Eller discussed using a commercial product for web content, Dot Net Nuke (DNN). He said that the Department of Administration has been using DNN for about a year. A project team did a pilot and the decision was made to go with DNN.

00:06:15 Tammy LaVigne, Department of Administration, talked briefly about the Department using DNN.

#### **Data Center Relocation - Mike Allen**

00:07:27 Mr. Allen gave a presentation on the relocation of the Legislative Branch's production network environments. He distributed the document "Legislative Branch Data Center Move Diagram" to illustrate his presentation. (**Exhibit 2**)

#### **Legislator Technology Allowance - Darrin McLean**

00:12:37 Mr. McLean gave a presentation on the Legislator Technology Allowance. (**Exhibit 3**)

00:14:00 Ms. Fox discussed stationery expenses, electronic letterhead, long distance costs, printing and postage costs during interim, the replacement cycle for computers, and the treatment of taxes regarding the use of smartphones for personal and business.

00:16:53 Rep. Wagoner said that technology is upgrading faster than the 4-year time

period, so the 2-year makes sense, making it a communications expenditure instead of a technology expenditure, and likes the print-on-demand idea.

00:17:52 Ms. Miller said that she likes the idea of electronic letterhead.

## **PROJECT UPDATES**

### **Session Systems Replacement - Steve Eller**

00:21:42 Mr. Eller gave an update on the Session Systems Replacement. **(Exhibit 4)**.

### **Vote System Upgrade - Mike Allen**

00:29:24 Mr. Allen gave a presentation on the Vote System Upgrade. **(Exhibit 5)**

### **Capital AV Upgrade Phase - K'Lynn Sloan-Harris**

00:32:57 Ms. Sloan-Harris gave a presentation on the AV upgrade phase.

#### Committee questions

00:38:53 Ms. Fox asked if the presentation software will be replaced in Rooms 152 and 172. Ms. Sloan-Harris said that will be part of Phase III.

00:39:17 Ms. Fox asked if the House had made a decision on changing the Crestron panel. Ms. Grovom said that that is still under discussion.

00:40:46 Ms. Grovom asked if who will be the direct source to post information on the information channel if something happened. Ms. Sloan-Harris said that technically they will be able to do that, but there needs to be some discussion on what information will be posted and what might be requested from the House.

00:41:34 Mr. Eller commented that there's great value in having the systems working the same in both houses.

00:42:17 Ms. Fox asked if Crestron provides notification of periodic upgrades to their systems. Ms. Sloan-Harris said that the Service Contract provides that someone comes and checks for upgrades.

## **UPDATE FROM THE EXECUTIVE BRANCH - Tammy LaVigne, Department of Administration**

### **Security Incident on DPHHS**

00:45:56 Ms. LaVigne gave an update on the Security Incident on unauthorized access to one of the Health and Human Services web servers.

### **Microsoft Agreement**

00:52:09 Ms. LaVigne reported that they completed negotiations with Microsoft on a 3-year enterprise agreement. The work began in January and included the implementation of Office 365 across the enterprise.

00:54:30 Committee questions  
Rep. Wagoner asked about bandwidth when using the Cloud.

00:54:58 Mr. Allen discussed whether or not you have to use the Cloud in order to use Office 365 and the ability to control the licensing of updates.

#### **Funding Enterprise Technology**

00:57:43 Ms. LaVigne gave a presentation on funding enterprise technology and how they fund their budget.

#### **BREAK**

### **PROPOSED 2017 BIENNIUM CENTRAL IT BUDGET**

#### **Draft Information Technology Budget Presentation**

01:14:46 Ms. Fox gave a presentation on the draft IT Budget. **(Exhibit 6)**

01:21:37 Mr. Eller talked about the Legislative Services Division's struggle with home-grown document management systems in both the Audit and the Services divisions. In the Audit Division, the home-grown system is the archiving process, and using "Link Fixer". In the Services Division, it is the document management system called the "Doc Req" system.

01:22:55 Ms. Carlson asked for an explanation of the differences between DNN and the document manager.

01:23:13 Mr. Eller said they are similar. DNN is designed to manage web content. The content management that he is talking about is the stuff that is on our network that gets lost and nobody can find them.

#### **Legislative Branch IT Reserve Account Activity**

01:28:27 Ms. Fox distributed the document "Legislative Branch IT Reserve Account Activity" **(Exhibit 7)** and said that funds in the IT Reserve Account were approved to be used for the TVMT Phase Project.

### **2017 INFORMATION TECHNOLOGY PLAN INITIAL REVIEW**

01:30:13 Mr. McLean gave a presentation on the proposed Information Technology Plan FY 2016-2017. **(Exhibit 8)**

01:32:05 Ms. Fox said that she is interested in the identification of future projects and would like to see a 2-, 4-, and 6-year plan. She talked about having a discussion of declining and obsolete technology and/or other risks under "8. Risks and Issues". She also talked about the planning of future projects and asked that each division research any IT projects that they would like to see happen.

Committee questions

- 01:34:40 Ms. Carlson asked if there were any thought process on brainstorming through the Branch over the summer.
- 01:35:39 Mr. McLean said that in the past, they have reached out to each division and asked them if they had any IT plans. A formal process, getting something on paper, is a great idea.
- 01:42:38 Mr. Allen said that what the IT division struggles with is when they purchase new equipment, they are using hardware based on the software and the need to figure out what applications to use. Those are the kinds of conversations that we need to be engaged in.
- 01:43:17 Ms. Fox said that between the EA strategic planning and the IT, we can come up with some sort of process, like an informal focus group.

**PUBLIC COMMENT**

None

**FUTURE MEETINGS, WORK PLANS AND OTHER BUSINESS**

- 01:44:42 There was a discussion on possible agenda items for the August 14 meeting. Ms. Marilyn said it would be good to have a status report on all things related to the session. Ms. Carlson wanted a discussion about iBARS.

**ADJOURNMENT**

- 01:46:46 Ms. Fox adjourned the meeting at 2:49 p.m.

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