



Legislative Branch Computer System Planning Council

62nd Montana Legislature

MEMBERSHIP
SUSAN FOX, CHAIRPERSON
SEN. EDWARD BUTTREY
REP. BILL BECK

MEMBERSHIP
MARILYN MILLER
BETH CARGO
TORI HUNTHAUSEN
AMY CARLSON
DICK CLARK

COMMITTEE STAFF
HENRY C. TRENK
DIRECTOR OLIT, LSD

MINUTES

November 30, 2011

Room 102, 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. You must have Real Player to listen to the audio recording or to view the video.

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. Bill Beck
Sen. Edward Buttrey

Susan Fox, Chairperson

Beth Cargo
Marilyn Miller
Amy Carlson
Tori Hunthausen
Dick Clark

STAFF PRESENT

Hank Trenk, Director OLIT, LSD
Steve Eller, CSS Manager
Dale Gow, NSS Manager
Darrin McLean, Enterprise Architect
Jennifer Simmons, Financial Services Manager
Terry Johnson, Principal Fiscal Analyst
Fong Hom, Committee Secretary

AGENDA AND VISITORS' LIST

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

COMMITTEE ACTION

- The committee adopted the operating guidelines.
- The committee adopted the work plan.

CALL TO ORDER AND ROLL CALL

00:00:01 Ms. Fox called the meeting to order at 1:30 p.m. Committee members introduced themselves. Sen. Buttrey participated via telephone.

AGENDA

REVIEW OF COUNCIL'S STATUTORY ROLES AND RESPONSIBILITIES - Susan Fox, Chair

00:01:29 Ms. Fox reviewed the roles and responsibilities of the Computer Systems Planning Council (**Exhibit 1**).

REVIEW OF OPERATING GUIDELINES - Susan Fox

00:05:05 Ms. Fox reviewed the operating guidelines of the Computer Systems Planning Council (**Exhibit 2**).

► Adoption of Operating Guidelines

00:06:14 Marilyn Miller **moved** to adopt the operating guidelines. The motion **passed** unanimously by voice vote.

CURRENT INFORMATION TECHNOLOGY ENVIRONMENT - Hank Trenk, Director

00:07:05 Mr. Trenk reviewed the organization chart (**Exhibit 3**) and the IT groups in the Legislature (**Exhibit 4**).

The committee discussed the position of the security officer, the interns and temporary employees in the IT division, the operating guidelines, use of proxy, and disaster recovery for the IT division

00:13:21 Rep. Beck
00:13:36 Dale Gow
00:15:46 Rep. Beck
00:16:06 Mr. Trenk
00:17:33 Sen. Buttrey
00:18:09 Ms. Fox
00:20:41 Sen. Buttrey
00:21:04 Beth Cargo
00:21:22 Mr. Gow
00:21:37 Ms. Fox

COMPUTER SYSTEMS SECTION REPORT - Steve Eller, Manager

00:22:42 Mr. Eller gave a presentation on the Computer Systems Section (**Exhibit 5**).

NETWORK SERVICES SECTION REPORT - Dale Gow, Manager

00:28:55 Mr. Gow gave a presentation on the Network Services Section (**Exhibit 6**).

ENTERPRISE ARCHITECTURE PROGRAM - Darrin McLean, Manager

00:32:10 Mr. McLean gave a presentation on the Enterprise Architecture Program (**Exhibit 7**).

REPORT FROM DEPARTMENT OF ADMINISTRATION INFORMATION TECHNOLOGY - Dick Clark, CIO

00:34:17 Mr. Clark gave a report on the HB 642 Select Committee on Efficiency in Government's meeting.

00:38:06 Mr. Clark commented on security on the national level.

00:40:47 Mr. Clark commented on piloting IT workforce development concept and mobile computing.

00:41:36 Mr. Clark commented on records management.

UPDATE ON 2011 IT LEGISLATION - Susan Fox

00:48:00 Ms. Fox discussed several topics:

- IT budget that was recommended by CSPC and approved by Legislative Council
- Update of the business and systems analyses of the IT processes
- Update on the Legacy projects
- Review of the long range IT bill
- Transparency issues
- HB 642 update

Committee comments and questions

00:56:55 Ms. Cargo asked Mr. McLean to comment on moving servers.

00:57:12 Mr. McLean

00:58:27 Sen. Buttrey offered his assistance in getting Ms. Fox on the agenda to speak at the next HB642 Select Committee's meeting.

00:59:06 Amy Carlson, Legislative Fiscal Division, commented on the LFD's evaluation of cost benefits for state agencies

01:01:15 Ms. Fox commented on the work that the Information Technology Board has done on MITA.

01:02:23 Ms. Fox talked about the National Commission on Uniform State Laws which recently passed the model act on the Uniform Legal Materials Act relating to the authentication of electronic legal materials.

01:04:03 Ms. Fox talked about the Software Asset Management Licensing.

INFORMATION TECHNOLOGY BUDGET - Hank Trenk

01:04:45 Mr. Trenk reviewed the budget (**Exhibit 8**).

Committee questions regarding upgrade of Senate and House computers; the budget; and vacancy savings

01:09:42 Ms. Fox

01:09:58 Mr. Gow

01:10:26 Mr. Johnson

01:11:09 Mr. Trenk

IT RESERVE ACCOUNT - Hank Trenk

01:11:35 Mr. Trenk discussed the IT Reserve Account (**Exhibit 9**).

Committee questions regarding the Reserve Account

01:18:56 Ms. Miller

01:19:12 Jen Simmons, Financial Services Manager

BREAK

REVIEW OF MAJOR IT PROJECTS - Hank Trenk

01:35:46 Mr. Trenk discussed the major computer projects (**Exhibit 10**).

Committee questions

01:45:58 Ms. Cargo asked if there would be any impact for the 2013 session with getting access to historical data because the IT is still transferring access databases to Oracle during that time.

UPDATE ON PROJECTS: Windows 7 active directory, audio/video, and enterprise architect

01:47:08 Mr. Gow reported on four major projects: Netware eDirectory conversion to a Microsoft Active Directory; moving off of Novell's ZEN Works Configuration Manager, ZCM; Linux version of health monitoring for the network; and upgrade of the Windows XP to Windows 7 operating system.

Committee questions regarding the use of Microsoft Word versus WordPerfect

01:49:56 Ms. Cargo asked if in the next session, the Legislature will not be required to use WordPerfect.

01:50:16 Ms. Fox said that bill drafters and committee secretaries are required to use WordPerfect so it is unlikely that it will go out of use by next session.

▶ **Clarification of Security Program**

01:51:36 Mr. Gow provided clarification on the Security Program.

▶ **Audio/Video - Steve Eller**

01:56:56 Mr. Eller gave a brief history of the audio/video system.

Committee questions regarding recruitment and retention of employees in the IT division

02:00:42 Rep. Beck
02:02:24 Mr. Clark
02:08:02 Rep. Beck
02:08:22 Mr. Trenk
02:08:34 Ms. Fox

▶ **Enterprise Architecture Project - Darrin McLean**

02:10:33 Mr. McLean talked about the RFP regarding the development of the Enterprise Architect Program.

POTENTIAL ISSUES - Susan Fox

02:18:05 Ms. Fox discussed potential issues that the Computer Systems Planning Council could work on (**Exhibit 11**).

▶ **Discussion on use of proxy during session**

02:23:49 Rep. Beck
02:25:23 Mr. Eller
02:26:05 Ms. Fox
02:26:42 Ms. Miller

▶ **Discussion on wireless system used during session**

02:27:18 Rep. Buttrey
02:27:56 Mr. Gow

▶ **Discussion on printing agendas during session**

02:28:43 Ms. Cargo
02:29:23 Ms. Fox

▶ **Discussion on transparency**

02:29:48 Mr. Johnson
02:31:16 Ms. Fox

▶ **Discussion on training for committee chair and secretary**

02:32:03 Ms. Cargo
02:33:27 Ms. Fox

02:33:53 Ms. Carlson commented on Mr. Johnson's discussion on transparency.

▶ **IT Conference**

02:35:31 Mr. Clark commented on the IT Conference
02:36:12 Ms. Fox

02:36:16 Rep. Beck commented on the training session that is put on by the Legislative Services Division.

02:37:10 Ms. Fox

FUTURE MEETINGS

02:39:28 Ms. Fox discussed the meeting schedule. She asked for adoption of the next meeting date of February 9, 2012.

02:40:34 The work plan was adopted by consensus.

ADJOURNMENT

02:41:25 With no further business before the committee, Ms. Fox adjourned the meeting at 4:12 p.m.

CI0425 1362fhxa.

DRAFT