Legislative Branch
Information Technology Planning Council
64th 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
February 25, 2016
Room 102, Capitol Building
Helena, Montana

Please note: This document is a Minutes Log and provides a notation of the time elapsed between the beginning of the meeting and the time at which the item was presented or discussed, a motion was made, or a vote was taken. The narrative presented here is provided only as a guide to the audio or video record of the meeting. The official discussion, motion, or vote is available on the audio or video archive of this meeting. The Legislature does not prepare a transcript of meeting activities. The time designation may be used to locate the referenced discussion on the audio or video recording of this meeting.

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Please contact the Legislative Services Division at 406-444-3064 for more information.

COMMITTEE MEMBERS PRESENT
Sen. Roger Webb
Susan Fox, Chairperson

Lindsey Grovom
Marilyn Miller
Amy Carlson
Dale Gow
Ron Baldwin

COMMITTEE MEMBERS EXCUSED
Rep. Kirk Wagoner
Tori Hunthausen
Robert Nelson

STAFF PRESENT
Steve Eller, CSS Manager
Mike Allen, NSS Manager
Darrin McLean, ISS Manager
Fong Hom, Committee Secretary

<u>**VISITORS' LIST**</u> (Attachment 1) -- No public attended

<u>**AGENDA**</u> (Attachment 2)

<u>**COMMITTEE ACTION**</u>
The Information Technology Planning Council adopted the Operating Guidelines.

<u>**CALL TO ORDER and ROLL CALL**</u>
00:02:48   Ms. Fox called the meeting to order at 9:03 a.m. The committee secretary noted roll. (Attachment 3) Introductions were made by members of the committee.

<u>**Review of Council's Statutory Roles and Responsibilities - Susan Fox, Chair**</u>
00:04:20   Ms. Fox discussed the statutory roles and responsibilities of the committee.
00:06:40   Ms. Fox discussed the statutes related to the Legislative Branch Information Technology Plan. **(Exhibit 1)**
00:09:26   Ms. Fox discussed the Operating Guidelines. **(Exhibit 2)**

<u>**Motion**</u>
00:09:55   Marilyn Miller moved to adopt the Operating Guidelines.

<u>**Vote**</u>
00:10:07   The motion passed unanimously by voice vote.

<u>**Current Legislative Branch IT Environment**</u>
00:10:54   Dale Gow, Chief Information Officer **(Exhibit 3)**
00:13:19   Steve Eller, Computer Services Section Manager **(Exhibit 4)**
00:16:11   Mike Allen, Network Services Section Manager **(Exhibit 5) (Exhibit 6)**
00:20:10   Darrin McLean, Information Services Section Manager **(Exhibit 7)**
00:22:56   Dale Gow discussed the role of security in the Information Services Section.

<u>**Current Legislative Branch Communications Environment - Gordy Higgins, Operations Director**</u>
00:25:33   Gordy Higgins **(Exhibit 8)**

00:32:41   Marilyn Miller asked who the contact person would be if a reporter has a question about the Legislative Branch. Mr. Higgins said that it would depend upon the question and who is asking it.

<u>**Update from the Executive Branch - Ron Baldwin, Chief Information Officer, ITSD**</u>
00:34:23   Ron Baldwin gave a presentation on the activities of the Executive Branch's ITSD. He introduced his staff, Jerry Marks, Bureau Chief of Enterprise Technology Services Bureau, and Kenny Kyler, Supervisor of the Database Group in the Application Technology Services Bureau.

00:43:36   Mr. Marks gave a presentation on the Exchange environment.

00:46:16   Ms. Fox asked if Mr. Baldwin sees the eventuality that the state would use the Microsoft Cloud.

00:55:03	Ms. Carlson asked about the Cloud costs, how it is managed and where it fit in the budget.
01:02:59	Kenny Kyler discussed better communication, understanding the dependencies if a database closes down, having alerts to prevent outages instead of responding to an outage, and responses to any type of resource incidence.

IT Initiatives with ITSD - ITSD Staff
Ron Baldwin gave an update of the activities of the executive branch's ITSD:

01:05:19	The Oracle agreement, Mobile Device Management.
01:11:43	The Mobile Device Management and Solution Air Watch.
01:15:22	Volume 10, a volume which will catalogue and record IT expenses in one volume across government in Governor's executive budget.
01:30:37	The Enterprise Content Management.

BREAK (reconvened at 11:00 a.m.)

Session Systems Replacement Project - Steve Eller, Dale Matheson

02:04:12	Steve Eller gave a brief overview of the SSR project.
02:08:00	Dale Matheson, Project Manager, gave an update on the SSR Project. **(Exhibit 9)**
02:21:58	Dale Gow discussed the finance sheet for the SSR Project. **(Exhibit 10)**
02:23:40	Lindsey Grovom gave a brief update on the House chamber's work on the SSR Project.

Committee Questions/Comments

02:26:31	Mr. Eller discussed the need for additional funding for the Session Systems Replacement Project.
02:28:11	Mr. Baldwin asked about the release dates and what will be delivered by session.

Review of other IT Projects - Steve Eller, Mike Allen, Darrin McLean

02:34:46	Mike Allen gave an update of the hardware/software replacement. **(Exhibit 11)**
02:42:15	Darrin McLean gave a presentation on Security Audit.
02:43:15	Mike Allen gave a presentation on Remote Connection.
02:49:47	Darrin McLean gave a presentation on Service Management.
02:52:11	Steve Eller gave a presentation on Budget Book Improvements.
02:53:12	Mike Allen gave a presentation on Virtual Network Health Assessment.
02:57:27	Steve Eller discussed future projects: Conversion of Program Language and Integrate Calendars and Noticing.
03:00:27	Mike Allen discussed completed projects: SSR - Hosting Infrastructure.
03:05:11	Steve Eller gave a presentation on the upgrade of the Legislative Fiscal Division's Analysis Tools.
03:06:08	Mike Allen gave a presentation on Data Backup.
03:07:27	Mike Allen gave a presentation on the Data Center Move/Disaster Recovery upgrade.

Review of Communications Projects - Gordy Higgins

03:10:08	Mr. Higgins discussed the contracts with TVMT, Granicus, and the new platform for the branch's website and publications.

03:20:09   Ms. Fox suggested looking at A/V capabilities in Enterprise or statewide level
             jointly with ITSD.

Review of Legislative Branch 2017 Biennium IT Budget - Susan Fox, Dale Gow
03:21:21   Ms. Fox gave a presentation on the first three budget items in the 2017 Biennium
             IT Budget. **(Exhibit 12)**
03:23:34   Mr. Gow gave a presentation on the four columns of figures related to the
             Central IT Budget.

Other IT Topics for Consideration in Future Meetings
03:28:50   Amy Carlson, Legislative Fiscal Division, gave a presentation on the IBARS
             conversion and an update of staffing at the Legislative Fiscal Division.
03:34:24   Mr. McLean gave a presentation on the Business Stakeholder Strategic Planning
             questionnaire.
03:35:45   Lindsey Grovom and Marilyn Miller discussed issues regarding the sound system
             in the House and the Senate.
03:43:34   Mr. McLean discussed a letter that he would like sent out to legislators educating
             them on the differences between a personal email account and an enterprise-
             based email account.

Public Comment - None

Future meetings, Work Plans, and Other Business

Proposed Future Meeting Dates
03:49:50   The next meeting is scheduled for April 21, 2016.

Adjournment
03:50:15   With no further business before the committee, Ms. Fox adjourned the meeting
             at 12:51 p.m.

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