

HJR 2 ERM Work Group Meeting Summary for 12/18/13
prepared for the Education and Local Government Interim Committee by Pad McCracken, Research Analyst
February 2013

Attendees:

Jim Kammerer	Montana State Library
Patti Borsberry	Office of the Secretary of State
Jodie Foley	Montana Historical Society
Tammy LaVigne	Department of Administration
Pad McCracken	Legislative Services
Shantil Siaperas	MACo
Bob Vogel	MTSBA
Margaret Kauska	Department of Revenue
Cheri Bergeron	Office of Public Instruction
Bev Marlow	Office of Public Instruction
Cynthia Dingman	Department of Environmental Quality
Deb Butler	Legislative Audit Division
Sonia Gavin	Legislative Services Division
Lucy Richards	DNRC
Jeff Sillick	MDT
John Tarr	Montana Lottery
Bonnie Ramey	Jefferson County/MACR
Audrey Hinman	Department of Administration
Miranda Keaster	Department of Administration
Stacy Ulmen	City of Bozeman
Dave McAlpin	State Tax Appeal Board
Mandi Hinman	Public Service Commission

The meeting was held in Room 102 of the Montana State Capitol and began at 1:30 PM. The meeting was audio and video recorded and streamed. The audio recording is available [here](#) and the video recording [here](#).

The meeting began by participants introducing themselves; participants who did not attend previous work group meetings were invited to share the biggest issue or top priority for their organization related to ERM.

Miranda Keaster from the SITSD Project Management Office provided an update on an RFI to be issued on December 20, 2013. Responses from vendors are due by January 17, 2014, and a report to the State CIO will be made by early February. SITSD will report to the work group in mid-February and to ELG at the April meeting. Work group members had questions related to e-signatures, archiving, and whether business needs would be incorporated into any RFP. Miranda replied that a business analysis would likely be a component of any action taken following the RFI.

Patti Borsberry, Jodie Foley, Tammy LaVigne provided an update on information gathering from states identified as having exemplary electronic records management. This is an ongoing effort and the busyness of records officials in other states (especially during the holiday season) has provided some challenges. Information shared included different governing structures, funding mechanisms, and methods of providing guidance related to records management.

Senator Facey was able to step away from the Economic Affairs Interim Committee meeting and addressed the work group for a few minutes. He thanked them for their effort, acknowledged the scope of

the work, committed to having legislators from ELG attend future work group meetings, and encouraged the work group to explore funding options.

Pad McCracken presented [A Review of Previous Strategic Planning Efforts for Electronic Records Management](#) which points out the “perennial” nature of several issues related to more effective records management: a lack of compliance authority, a need for more guidance and education, the importance of collaboration between IT and records managers, and the necessity of commitment to improved records management by top management as well as the legislature.

The work group then began discussing possible recommendations to explore as it moves towards its ultimate goal of presenting recommendations to ELG in April. A “[platter](#)” document was presented as a starting point for these recommendations. A suggestion was made to frame the recommendations under questions or problem statements to clearly link the solutions to problems. This discussion led to a brief review of the previously identified statutory issues. The work group determined to task a smaller group to examine these statutory issues.

An approach to have the local government representatives and state agencies meet separately was discussed. A panel of local government representatives will present at the next work group meeting

The meeting adjourned at 4:03 PM.

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