



# Legislative Branch Information Technology Planning Council

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## 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

Room 102, Capitol Building  
Helena, Montana

February 27, 2014

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  
Dale Gow  
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### COMMITTEE MEMBERS EXCUSED

Sen. Roger Webb

### 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**

- The committee adopted the Information Technology Planning Council's operating guidelines.

## **CALL TO ORDER AND ROLL CALL**

00:00:01 Susan Fox, Chair, called the meeting to order at 1:19 p.m. The secretary noted roll. Sen. Webb was excused. ([Attachment 3](#))

00:00:24 Members of the committee introduced themselves.

## **REVIEW OF COUNCIL'S STATUTORY ROLES AND RESPONSIBILITIES - Susan Fox, Executive Director**

00:01:16 Ms. Fox reviewed the roles and responsibilities of the Legislative Branch Information Technology Planning. ([Exhibit 1](#))

## **OPERATING GUIDELINES - Susan Fox**

00:04:53 Ms. Fox reviewed the Operating Guidelines ([Exhibit 2](#)) and asked that the guidelines be adopted.

### **Motion to adopt operating guidelines**

00:05:58 Tori Hunthausen moved to adopt the Information Technology Planning Council's Operating Guidelines. The motion passed unanimously by voice vote.

## **CURRENT LEGISLATIVE BRANCH IT ENVIRONMENT - Dale Gow, Chief Information Officer, Office of the Legislative Information Technology**

00:06:19 Dale Gow discussed the Organizational Chart and gave a brief overview of each section in the organization. ([Exhibit 3](#))

00:12:31 Steve Eller, Computer Systems Section Manager, gave a brief introduction of his staff, and explained how the Computer Systems Section works. ([Exhibit 4](#))

00:18:08 Mike Allen, Network Services Section Manager, gave a presentation on the Network Services Section. ([Exhibit 5](#))

00:25:06 Darrin McLean, Information Services Section Manager, gave a presentation on the Information Services Section. ([Exhibit 6](#))

## **UPDATE FROM THE EXECUTIVE BRANCH - Ron Baldwin, State CIO, Department of Administration**

- 00:29:50 Mr. Baldwin gave a presentation on the Executive Branch's Information Technology Division. [\(Exhibit 7\)](#)
- 00:57:08 Ms. Fox said that she will talk with Darrin McLean on getting as many Legislative Services employees to participate in the security training.

## **LEGISLATIVE DISCUSSION ITEMS: HOUSE AND SENATE AUDIO/VIDEO REPROGRAMMING - K'Lynn Sloan-Harris, Audio/Video Coordinator**

- 00:59:42 Ms. Sloan-Harris gave a presentation on the audio/video systems and the control panels in the House and Senate Chambers.
- Discussion
- 01:07:57 Marilyn Miller discussed an issue that she had during the 2013 Session over the use of the microphones in the chambers where there was a 2-second delay before the microphone became live, and the legislators were unhappy with that.
- 01:09:53 Discussion regarding what was happening in the House; the cost of reprogramming one house versus both houses; consideration of writing up unintended consequences or recommendations for Sen. Essmann to consider and using the Legislative Council as a forum for discussion.

**BREAK - reconvened at 2:50 p.m.**

## **REVIEW OF LEGISLATIVE BRANCH 2015 BIENNIUM IT BUDGET - Susan Fox**

- 01:31:52 Ms. Fox discussed the Information Technology budget. [\(Exhibit 8\)](#)
- 01:36:50 Ms. Fox discussed the Information Technology Reserve Account. [\(Exhibit 9\)](#)
- Committee questions
- 01:40:19 Amy Carlson commented on not knowing the cost of the session systems project because there hasn't been bids on any of the components of the project.
- 01:41:16 Ms. Fox explained that the IT staff starts with the projects that are coming up in the next biennium which are cost out; contingency funds added later; and the ITPC contributing to that by bringing their ideas for future projects.

## **REVIEW OF IT PROJECTS**

- 01:43:16 Dale Gow discussed the status of projects to date. [\(Exhibit 10\)](#)
- **Completed Major Projects**
- 01:43:52 Mike Allen discussed the **Blade Center/SAN/Virtual Server Replacement**.

- 01:44:56 Mike Allen discussed the **Network Health Assessment**.
- 01:46:29 Rep. Wagoner asked if it was physical stability or security.
- 01:46:42 Mr. Allen said it is physical stability.
- 01:46:47 Mr. Gow said that the security piece is covered when all LSD servers are tested for implementation in partnership with the Executive Branch.
- 01:47:29 Steve Eller discussed the **Web Conferencing**.
- 01:51:43 Steve Eller discussed the **Conversion of Old Audio and Video (AV)**.
- 01:53:04 Ms. Fox discuss working for the last six years with the Historical Society on the minutes archiving, and if the committee would like more information, that could be put on a future agenda.
- 01:54:25 Steve Eller discussed the **Move OPI Web Server Documents to Legislative Web Server**.
- 01:56:29 Darrin McLean discussed the **Legislator E-mail Pilot Project**.
- **Current Major Projects**
- 01:58:44 Steve Eller discussed the **Session Systems Replacement**.
- 02:00:08 Shawn Whyte, Project Manager, gave a brief overview of the Session Systems Replacement. ([Exhibit 11](#))
- 02:13:11 Rep. Wagoner asked if the RFP will include acquiring more hardware.
- 02:13:26 Ms. Whyte said that they won't be acquiring hardware as a component of this project, but they will require them to specify their minimal technical requirements.
- 02:15:36 Steve Eller discussed the **Legislative Fiscal Division Analysis Tools Upgrade**.
- 02:17:38 Mike Allen discussed the **Upgrade Vote Systems Hardware**.
- **Future Major Projects**
- 02:19:32 Steve Eller discussed the **Conversion of Programming Language**.
- 02:21:40 Steve Eller discussed the **Integrate Calendars and Noticing**.
- 02:24:10 Mike Allen discussed the **Firewall Replacement**.
- 02:26:14 Mike Allen discussed the **Data Backup**.
- 02:27:49 Darrin McLean discussed the **Remote Connection**.

- 02:29:20 Darrin McLean discussed the **Disaster Recovery**.
- 02:29:58 Darrin McLean discussed the **Enterprise Archiving Strategy**.
- 02:30:45 Darrin McLean discussed the **Enterprise Architecture Phase II (LEAP)**.

**IBARS PROJECT UPDATE - Barb Smith, LFD**

- 02:32:32 Barb Smith, Operations Manager, LFD, gave an update on the IBARS project.

**OTHER IT ISSUES**

- 02:38:03 Ms. Fox discussed the Table of Contents from the Legislative Branch Computer System Plan (now known as the Legislative Branch Information Technology System Plan) that shows the kinds of things that they are building for the 2017 Biennium Information Technology System Council (**Exhibit 12**). She would like the committee to think about any future needs that they might have.

Committee questions

- 02:42:35 Amy Carlson asked about legislator's state email accounts.
- 02:43:32 Ms. Fox discussed public records and her concern of a possibility for creating a situation where a state employee is using email improperly or someone doing a blast to all 150 legislators.
- 02:44:47 Rep. Wagoner commented on the use of a tablet and accessing all information on a tablet.

**PUBLIC COMMENT - NONE**

**FUTURE MEETINGS**

- 02:46:35 The next meeting will be April 24, 2014.

**ADJOURNMENT**

- 02:47:07 With no future business before the committee, Ms. Fox adjourned the meeting at 4:06 p.m.

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