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**INFORMATION TECHNOLOGY PLANNING COUNCIL**  
**67th Montana Legislature**

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**SENATE MEMBERS**

Roger Webb

**HOUSE MEMBERS**

Kenneth Holmlund

**PUBLIC MEMBERS**

Amy Carlson, Legislative Fiscal Division  
Angus Maciver, Legislative Audit Division  
Marilyn Miller, Secretary of the Senate  
Lindsey Vroegindewey, Clerk of the House  
Robert Nelson, Consumer Counsel

**COMMITTEE STAFF**

Susan Fox, Chair  
Dale Gow  
Lindsey Krywaruchka  
Sky Foster  
Angie Carter  
Fong Hom, Secretary

**MINUTES LOG**  
**INFORMATION TECHNOLOGY PLANNING COUNCIL**  
**Zoom Conference Call**  
July 16, 2020  
Remote Room 102, Capitol Building  
Helena, Montana

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**ROLL CALL**

**Members Present:**

Susan Fox  
Sen. Roger Webb  
Rep. Kenneth Holmlund  
Amy Carlson  
Angus Maciver  
Marilyn Miller, Secretary of the Senate  
Lindsey Vroegindewey, Clerk of the House  
Dale Gow  
Mike Allen  
Lindsey Krywaruchka

**Members Excused:**

Robert Nelson, Consumer Counsel

## **CALL TO ORDER**

13:02:07 Susan Fox, Chair, call the meeting to order at 1:02 p.m. The secretary called roll. Lindsey Krywaruchka gave opening remarks.

## **REVIEW AND ADOPTION OF PROPOSED PLANNING COUNCIL OPERATING GUIDELINES**

13:04:56 Susan Fox, Chair, discussed the proposed Planning Council Operating Guidelines (**Exhibit 1**) and the ITPC Operating Guidelines (**Exhibit 2**).

13:06:02 Without objection from the committee, the Operating Guidelines were adopted.

## **UPDATE FROM DEPARTMENT OF ADMINISTRATION, INFORMATION TECHNOLOGY SERVICES DIVISION**

13:06:57 April Grady, Chief Financial Officer, Information Technology Services Division, Department of Administration, provided an update on the Service Now program, Cyber Security for FY21, the Microsoft Executive Agreement, the Budget, and the Enterprise Agreement rates.

## **Committee Questions**

13:11:34 Amy Carlson, Legislative Fiscal Division, asked what the acronym CMDB stood for. Sky Foster, IT, said it stands for Change Management Database.

## **REVIEW OF 2020/21 IT PLAN AND OLIS PROJECTS**

13:12:46 Ms. Fox gave a brief overview of the IT Plan. (**Exhibit 3**)

## **MPAN**

13:15:18 Aaron Pruitt, Montana PBS, gave an overview of the Montana PBS network.

## **2020/21 Information Technology Plan and OLIS Projects**

13:22:29 Dale Gow, CIO, Information Technology, gave a presentation on the OLIS organizational chart. (See Exhibit 3)

## **Session Systems Replacement Project**

13:26:09 Susan Murray gave a presentation on the Bill Draft Editor and the Chamber Application. (See Exhibit 3)

13:30:53 Marilyn Miller, Secretary of the Senate, commented on the new system.

13:31:31 Lindsay Vroegindewey, Chief Clerk of the House, commented.

13:32:13 Ms. Murray gave a presentation on the Committee Management. (See Exhibit 3)

13:34:02 Amy Carlson, Legislative Fiscal Division, asked Ms. Murray how amendments to House Bill 2 will fit into the system's process.

13:35:23 Ms. Murray gave a presentation on Core 7.

- 13:36:51 Ms. Fox explained that the development of the SSR project wasn't because the WordPerfect application was going away but because of integrating the entire database for the MCAs and the Annotations.
- 13:38:35 Ms. Murray explained the testing cycle.
- 13:38:50 Mr. Allen said that this has been a huge undertaking and gave kudos to the people involved in this project.
- 13:39:39 Ms. Murray gave a presentation on the Legislator Portal. (See Exhibit 3)

**Vote System Display Project**

- 13:41:53 Lindsey Krywaruchka gave a presentation on the Vote System. (See Exhibit 3)
- 13:43:57 Ms. Krywaruchka and Mr. Gow discussed working with the International Roll Call to integrate remote voting.

**Sound System Upgrades**

- 13:45:25 Ms. Krywaruchka discussed upgrading the sound system and digital displays in rooms 335, 350, 405, 422, 455, 472, and in the Senate Chamber.
- 13:51:02 Ms. Fox gave closing remarks.

**REVIEW OF OLIS TOPICS**

- 13:52:19 Mr. Gow discussed other projects and maintenance that is ongoing in the remote environment. He also discussed the continuation of deploying the new systems and would like to have that done before session.

**Tenant Space Discussion**

- 13:53:59 Sky Foster gave a presentation on the Tenant Space. (See Exhibit 3)

**Committee Questions**

- 13:59:11 Matt Van Syckle, Chief Technology Officer, SITSD, said that SITSD is available to help the Legislative Branch in any way it can.
- 14:00:39 Ms. Fox asked Mr. Van Syckle if this is a way for the Legislative Services Division to have some independence and not be treated as another executive branch agency if the legislative branch goes under the executive branch's tenant space.
- 14:02:40 Mr. Gow asked Mr. Van Syckle if the legislative branch went under the executive branch tenant space, how will the products be utilized between what is set up for the executive branch agencies and what would be set up for the legislative branch.
- 14:05:14 Amy Carlson, Legislative Fiscal Division, asked about Mr. Foster's Option 2 and what is SITSD's logic of the address book.
- 14:08:35 Sen. Roger Webb asked if there is a substantial budgetary difference between a stand-alone and a joint venture.

- 14:09:41 Mr. Allen said that any changes that the legislative branch wants to do with the tenant space would have to first go through the ITSD ticketing system.
- 14:11:37 Mr. Allen cautioned that there are a lot of unintended consequences at the lower level that the legislative branch needs to think through before jumping into the executive branch tenant space.
- 14:12:27 Angus Maciver, Legislative Audit Division, commented on the needs of the Audit Division.
- 14:15:42 Rep. Ken Holmlund asked what other states are doing in this situation.
- 14:16:07 Mr. Gow discussed communicating with other states regarding tenant spacing.

**Security Program**

- 14:17:43 Mr. Gow and Mr. Foster gave a presentation on the Security Program.
- 14:25:51 Rep. Holmlund asked about the antivirus program.
- 14:26:47 Rep. Holmlund asked about the encrypted server and redundancy.
- 14:27:41 Ms. Fox discussed the security enterprise rate set by SITSD.
- 14:28:52 Mr. Foster answered Rep. Holmlund's question regarding vote sites.

**TEAMS Proof-of-Concept**

- 14:29:39 Mr. Gow gave an overview of TEAMS.
- 14:30:41 Mr. Foster gave a presentation of TEAMS, a Microsoft collaboration platform.
- 14:33:51 Amy Carlson, Legislative Fiscal Division, discussed her participation in the development of the TEAMS program.
- 14:36:47 Sen. Webb asked about archiving conversations that are on TEAMS.

**Data Visualization**

- 14:40:40 Mr. Gow gave an overview of the Data Visualization.
- 14:41:01 Ms. Krywaruchka gave a presentation on Data Visualization. (See Exhibit 3)
- 14:43:43 Ms. Carlson commented on Data Visualization.
- 14:44:59 Mr. Allen discussed the unintended consequences of moving the tenant space into the executive branch.
- 14:45:25 Mr. Gow said that more discussions need to happen regarding tenant space.
- 14:45:49 Rep. Holmlund asked if the information on the dashboard is available to the Legislature. Ms. Carlson responded.

### **Staff Development and Training**

- 14:47:16 Mr. Gow gave an overview of staff development and training.
- 14:47:49 Mr. Allen gave a presentation on the OLIS Staff Development and Training. (See Exhibit 3)

### **LegInfo (LIMS) Database**

- 14:51:34 Mr. Allen gave a presentation on the Legislator Information Management System (LIMS). (See Exhibit 3)

### **Session Kiosks**

- 14:56:29 Mr. Foster discussed plans for the session kiosks that could be found in various locations throughout the Capitol Building.

### **BREAK**

### **STRATEGIC PLANNING FOR 2022/23 IT PLAN**

- 15:10:28 Ms. Krywaruchka gave a presentation on the Information Technology Plan: 2023 Biennium. ([Exhibit 4](#))

### **Committee Questions**

- 15:20:30 Ms. Fox asked Ms. Krywaruchka to discuss what the next steps would be.

### **DRAFT OLIS 2022/23 BUDGET REVIEW**

- 15:22:10 Ms. Fox gave a brief overview of the draft OLIS budget. She emphasized that this budget is a description of the budgetary need.
- 15:24:11 Mr. Gow gave a presentation on the OLIS budget. ([Exhibit 5](#))
- 15:47:07 Ms. Fox discussed the OLIS budget process.
- 15:48:22 Lindsey Vroegindewey asked Mr. Gow about the Capitol Data Display Project.

### **Public Comment**

None.

### **NEXT MEETING DATE**

- 15:49:41 Mr. Gow suggested an August 20 date for the next meeting.

### **ADJOURNMENT**

- 15:51:32 Ms. Fox adjourned the meeting at 3:51 p.m.