



Director's Office

Steve Bullock, Governor
John Lewis, Director

MEMO

TO Sheri Scurr, Montana Legislative Services Division
FROM John Lewis, Director, Department of Administration
CC Mike Manion, Deputy Director and Chief Legal Counsel, Department of Administration
DATE August 5, 2020
RE Reports to the State Administration and Veterans' Affairs Committee

This memo provides the information specified in 5-11-210, MCA, for the Department of Administration's required reports to the Legislature. To save the cost of printing individual documents, the reports will be available electronically on the Department's websites and will be provided for posting to the Legislative Services Division's website.

Title: Employee Incentive Program Report, FY 2019 and 2020

Abstract: The Department of Administration prepares and submits the State of Montana Employee Award Incentive Program Report every other year to the Montana Legislature as mandated by 2-18-1103, MCA. The biennial report contains a list of award recipients granted incentive awards by state agencies, the amounts of the awards, and the resulting or projected savings and improvements in the effectiveness of state government.

Recommended Number of Copies: 0

Reasons for Copy Recommendations: Available electronically on the State Human Resources Division website at

<https://hr.mt.gov/Portals/201/Docs/Reports/employeeincentiveprogram2019-2020%20-%2008-03-2020%20.pdf>

Estimated Cost of a Copy: \$0

Title: Capitol Complex Advisory Report

Abstract: The content of this report, required by 2-17-804, MCA, contains a brief overview of the purpose of the Capitol Complex Advisory Council, its current membership, staff changes, and a summary of the Council's activities for the past biennium.

Recommended Number of Copies: 0

Reason for Copy Recommendation: Available electronically on the Capitol Complex Advisory Council's website at <http://ccac.mt.gov/>

Estimated Cost of a Copy: \$0

Title: Department Information Technology Activities

Abstract: 2-17-512(1)(x), MCA

We have considered these activities integral components of the State Biennial Report for Information Technology as well as the State Strategic Plan for Information Technology and see no further need to reproduce these items as a separate report going forward.

Recommended Number of Copies: 0

Reasons for Copy Recommendation: Available electronically on the State Information Services Technology Division's website at <https://sitsd.mt.gov/Governance/IT-Plans> and <https://sitsd.mt.gov/Governance/IT-Biennial-Reports>.

Estimated Cost of a Copy: \$0

Title: Information Technology Board Report

Abstract: As required by 2-17-513(9), MCA, a report including but not necessarily limited to a summary of the board's activities, a review of the electronic government program and any key findings and recommendations that the board presented to the department.

Recommended Number of Copies: 0

Reasons for Copy Recommendation: Available electronically on the State Information Services Technology Division's website at <https://sitsd.mt.gov/Governance/Boards-Councils/IT-Board>.

Estimated Cost of a Copy: \$0

Title: 2019 State Biennial Report for Information Technology

Abstract: The Biennial Report on Information Technology is the assessment and evaluation of the State's information technology activities. Per 2-17-521(4), MCA, the Biennial Report Plan will include:

- an analysis of the State's IT infrastructure, including its value, condition, and capacity;
- an evaluation of performance relating to information technology;
- an assessment of the progress made toward implementing the State Strategic Plan for Information Technology;
- an inventory of state information services, equipment, and proprietary software;
- agency budget requests for major projects;
- other information as determined necessary by the department or requested by the Governor or the Legislature.

Recommended Number of Copies: 0

Reasons for Copy Recommendation: Will be available electronically on the State Information Services Technology Division's website at <https://sitsd.mt.gov/Governance/IT-Biennial-Reports>

Estimated Cost of a Copy: \$0

Title: 2020-2022 State Strategic Plan for Information Technology

Abstract: The 2020 State Strategic Plan for Information Technology (IT) guides us as we evolve, providing us with a clear vision of what we will accomplish. We are continually evaluating enterprise information technology services to ensure that we implement IT in an innovative, effective, and cost-efficient manner. As required in 2-17-521, MCA, the State IT Strategic Plan establishes:

- statewide mission, goals, and objectives for the use of IT; and
- strategic direction for agencies to develop and use IT resources to provide government services.

Recommended Number of Copies: 0

Reasons for Copy Recommendation: Available electronically on the State Information Services Technology Division's website at <https://sitsd.mt.gov/Governance/IT-Plans>.

Estimated Cost of a Copy: \$0