



INFORMATION TECHNOLOGY PLANNING COUNCIL

67th Montana Legislature

SENATE MEMBERS

JP Pomnichowski

HOUSE MEMBERS

Braxton Mitchell

COMMITTEE STAFF

Alexis Newcomer - Secretary
Emil Glatz
Lindsey Krywaruchka
Sky Foster
Angie Carter

COMMITTEE MEMBERS

Jason Brown
Amy Carlson
Todd Everts
Susan Fox
Kevin Gilbertson
Dale Gow
Angus Maciver
Marilyn Miller
Carolyn Tschida

MINUTES LOG

May 26, 2022
Room 137
Helena, Montana

Please note: This document is a Minutes Log and provides annotation 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 recording 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 the 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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MEMBERS PRESENT:

Susan Fox, Chair
Sen. JP Pomnichowski, (D)
Amy Carlson
Todd Everts
Kevin Gilbertson
Dale Gow
Angus Maciver
Marilyn Miller
Rep. Braxton Mitchell (R)
Carolyn Tschida

MEMBERS EXCUSED:

Jason Brown

MEMBERS ABSENT:

STAFF PRESENT:

Emil Glatz

Lindsey Krywaruchka
Sky Foster
Angie Carter
Alexis Newcomer, Secretary

AGENDA ([Attachment 1](#))

NO VISITORS' LIST

COMMITTEE ACTION

CALL TO ORDER/ROLL CALL

12:59:43 Susan Fox, Chair called the meeting to order at 12:59 PM. The committee secretary took roll.

WELCOME AND INTRODUCTIONS -- SUSAN FOX, CHAIR

13:01:02 Susan Fox, Executive Director, Legislative Services Division
13:01:27 Todd Everts joined the meeting.

REVIEW AND RECOMMENDED CHANGES TO THE PLANNING COUNCIL OPERATING GUIDELINES (ACTION ITEM) -- SUSAN FOX

13:01:31 Dale Gow, Chief Information Officer, Legislative Services Division ([Exhibit 1](#))

Committee Questions and Discussion

13:02:04 Ms. Fox commented on the proposed membership changes.
13:02:48 Ms. Miller commented on a conversation she had with the President of the Senate.
13:03:14 Ms. Fox discussed the membership assignments process.
13:04:00 Ms. Miller commented on the Committee on Committee.
13:04:25 Ms. Carlson commented on the membership structure of ITPC.
13:05:23 Ms. Fox explained updates to operating guidelines.

Motion:

13:05:54 Amy Carlson motioned to adopt suggested changes to the guidelines.

Vote:

13:06:00 Carried unanimously by voice vote.

REVIEW AND DISCUSSION OF THE PLANNING COUNCIL STATUTES FOR MEMBERSHIP AND DUTIES (ACTION ITEM) – SUSAN FOX

13:06:11 Susan Fox, Executive Director, Legislative Services Division ([Exhibit 2](#))

Committee Questions and Discussion

13:08:10 Ms. Miller provided a recommendation for recommending committee members.
13:08:44 Ms. Fox explained the timeline of committee appointment recommendations and asked for confirmation of LFD meetings regarding appointments during session.
13:09:31 Ms. Carlson provided a recommendation on committee representation.
13:10:15 Ms. Fox asked Ms. Carlson for clarification for numbers of assignments per chamber.

13:10:50 Rep. Mitchell asked if other committees had been consulted on this topic.
 13:11:06 Mr. Maciver commented on the connection between administrative committees.
 13:12:26 Sen. Pomnichowski commented on the involvement of Committee on
 Committee.
 13:13:58 Ms. Fox provided a recommendation on the bill draft.

**UPDATE FROM INFORMATION TECHNOLOGY SERVICES DIVISION, DEPARTMENT OF
 ADMINISTRATION – KEVIN GILBERTSON, STATE CHIEF INFORMATION OFFICER**

13:15:49 Kevin Gilbertson, State Chief Information Officer

Committee Questions and Discussion

13:20:07 Rep. Mitchell explained questions submitted to Mr. Gilbertson. ([Exhibit 3](#))

2022/23 PROJECT STATUS REVIEW

13:20:54 Dale Gow, Chief Information Officer, Legislative Services Division ([Exhibit 4](#))
 13:21:51 Lindsey Krywaruchka, Operations Manager, Legislative Services Division

Committee Questions and Discussion

13:22:22 Mr. Maciver provided an update on user acceptance testing and the information
 systems audit.
 13:22:43 Mr. Gow provided an update on system end to end testing.
 13:23:03 Ms. Krywaruchka provided an explanation of system end to end testing.
 13:23:51 Mr. Gow explained the results of testing.
 13:24:17 Mr. Glatz provided an update on folio distribution.
 13:24:56 Mr. Everts provided an explanation of the folio project.
 13:25:44 Ms. Krywaruchka provided an update of audio/ visual projects.
 13:27:06 Ms. Miller asked Ms. Krywaruchka about monitor update projects in the Capitol.
 13:28:10 Ms. Miller commented on the value of monitors and remote meeting attendance.
 13:28:20 Ms. Fox provided an explanation of decisions being made when allowing
 legislators to attend remotely.
 13:29:24 Mr. Glatz provided an update on the Oracle replacement project.
 13:30:45 Ms. Miller commented on the functionality of the new program.
 13:30:59 Ms. Fox commented on the Oracle platform's forms and reports function.
 13:31:03 Ms. Miller commented on the pre-session project timeline.
 13:32:24 Mr. Foster presented on legislators' email experience and tenant space. ([Exhibit 5](#))
 13:36:59 Ms. Miller commented on the email update project timeline.
 13:36:54 Ms. Fox provided an explanation of the project timeline.
 13:37:38 Mr. Maciver commented on the email update project's impact on the Audit Division.
 Mr. Gow commented on the email update reception.
 13:39:07 Mr. Gow presented on project requirement gathering.
 13:39:44 Ms. Krywaruchka provided an explanation of upcoming projects.
 13:40:26 Mr. Glatz provided an update on website enhancements.
 13:41:28 Mr. Gow presented on project prioritization.
 13:42:27

2024/25 DRAFT IT PLAN REVIEW

13:43:19 Lindsey Krywaruchka, Operations Manager, Legislative Services Division ([Exhibit 6](#))

Committee Questions and Discussion

13:46:49 Ms. Fox commented on the prioritization document.
13:48:07 Mr. Maciver asked Ms. Krywaruchka about branch wide support.
13:50:31 Ms. Fox asked Mr. Maciver if he recommends separate categories.
13:51:34 Mr. Gow commented on directors' meetings.

2024/25 DRAFT BUDGET REVIEW

13:52:03 Dale Gow, Chief Information Officer, Legislative Services Division ([Exhibit 7](#))

Committee Questions and Discussion

13:54:24 Rep. Mitchell asked Mr. Gow for an explanation of a budget item.
13:54:33 Mr. Gow provided an explanation of budget components.
13:57:54 Ms. Fox presented on record conversion projects and archival projects with the Montana Historical Society.
14:00:21 Ms. Krywaruchka provided an update of the closed captioning project.

OLIS TOPICS FOR DISCUSSION

Legislator Devices

14:02:27 Sky Foster, Advanced Technical Services Manager ([Exhibit 8](#))

Committee Questions and Discussion

14:04:12 Ms. Fox explained the recommendation that will be provided to the council.
14:06:21 Ms. Tschida asked the committee if legislators are provided recommendations on technology to purchase.
14:06:44 Mr. Gow explained minimum requirements for legislator devices.

14:06:58 Mr. Foster asked Ms. Tschida asked for an explanation of specifics of her recommendation.
14:08:02 Ms. Krywaruchka explained recommendations provided to legislators in legislator orientation.

Legislator Email

14:08:32 Sky Foster, Advanced Technical Services Manager

Committee Questions and Discussion

14:10:11 Mr. Gow asked Mr. Foster for an explanation of how legislator emails will be run in parallel with legislative branch email changes.
14:11:20 Ms. Miller asked Mr. Foster about the email address update.
14:12:21 Ms. Miller asked Mr. Foster about email address corrections.
14:14:35 Sen. Pomnichowski asked about the process of accessing old mailboxes with new email addresses.

- 14:16:03 Sen. Pomichowski commented on guidance for notifying others about the email address changes and asked if legislators will continue to be expected to provide their own devices.
- 14:16:50 Ms. Fox explained the variables of legislators bringing their own devices.

Support Analysis-FTE

14:18:08 Dale Gow, Chief Information Officer, Legislative Services Division

Next Steps

14:24:25 Susan Fox, Executive Director, Legislative Services Division

Public Comment

None

ADJOURNMENT

14:27:58 Susan Fox adjourned the meeting 14:27.