



Legislative Branch Computer System Planning Council

57th Montana Legislature

MEMBERSHIP
LOIS MENZIES, CHAIRPERSON
REP. JOHN BRUEGGEMAN
CHRIS AHNER
SCOTT SEACAT

MEMBERSHIP
CHUCKIE CRAMER
ROSANA SKELTON
CLAYTON SCHENK
TONY HERBERT, ITSD

COMMITTEE STAFF
HENRY C. TRENK
DIRECTOR OLIT, LSD

January 31, 2002

MINUTES

Room 102, State Capitol
Helena, Montana

Please Note: These are summary minutes. Testimony and discussion are paraphrased and condensed. Committee tapes are on file in the offices of the Legislative Services Division. **Exhibits for this meeting are available upon request. Legislative Council policy requires a charge of 15 cents a page for copies of documents.**

COMMITTEE MEMBERS PRESENT

Rep. John Brueggeman
Lois Menzies, Presiding Officer, Executive Director, Legislative Services Division
Chris Ahner, House Sergeant-at-Arms
Scott Seacat, Legislative Auditor, Legislative Audit Division
Rosana Skelton, Secretary of the Senate
Clayton Schenk, Legislative Fiscal Analyst, Legislative Fiscal Division
Tony Herbert, Chief Information Officer for Operations, Information Technology Services Division

COMMITTEE MEMBERS EXCUSED

Chuckie Cramer, Senate Sergeant-at-Arms
Bob Nelson, Montana Consumer Counsel

STAFF PRESENT

Hank Trenk, Director, Office of Legislative Information Technology
Terry Johnson, Principal Fiscal Analyst, Legislative Fiscal Division
Tori Hunthausen, Information Technology and Operations Manager, Legislative Audit Division
Steve Eller, Applications Manager, Office of Legislative Information Technology
Jeanette Nordhal, Network Manager, Office of Legislative Information Technology
Miko Owa, Legislative Secretary
Marilynn Petek, Assistant Clerk of the House

AGENDA, MEMBERS, VISITORS

Agenda (ATTACHMENT #1)
Members List (ATTACHMENT #2)
Visitors' list (ATTACHMENT #3)

COMMITTEE ACTION

- Adopted the *Legislative Branch Computer Systems Planning Council Proposed Operating Guidelines*
- Adopted tentative workplan

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 9:03 a.m. by **Lois Menzies, Executive Director, Legislative Services Division**. Roll call was noted with all members present except for Chuckie Cramer and Bob Nelson who were excused.

REVIEW OF COUNCIL'S STATUTORY ROLES & RESPONSIBILITIES

Ms. Menzies reviewed a *Summary of Selected Statutes Related to Legislative Branch Information Technology Planning* (EXHIBIT #1). Ms. Menzies felt that coordination within the Legislative Branch and with the Executive Branch, continual review of applications and systems, and the development of standards were major statutory themes.

REVIEW & ADOPTION OF PROPOSED PLANNING COUNCIL OPERATING GUIDELINES

Ms. Menzies reviewed the *Legislative Branch Computer Systems Planning Council Proposed Operating Guidelines* (EXHIBIT #2). The Council adopted the operating guidelines by consensus.

CURRENT LEGISLATIVE BRANCH IT ENVIRONMENT

Hank Trenk, Director, Office of Legislative Information Technology reviewed for the Council *IT Groups of the Legislature* (EXHIBIT #3).

Jeanette Nordhal, Network Manager, Office of Legislative Information Technology, reviewed for the Council the staff and responsibilities of the Network Services Section (EXHIBIT #4).

Steve Eller, Applications Manager, Office of Legislative Information Technology, reviewed for the Council the staff and responsibilities of the Applications Development Section (EXHIBIT #5).

Ms. Skelton asked Mr. Eller to describe the Capitol Group. Mr. Eller stated that it is a way to keep track of people in a single system.

Ms. Ahner asked the Council and staff to spell out acronyms. The Council and staff agreed. Mr. Seacat explained the auditing terms to Ms. Ahner.

Ms. Skelton asked Mr. Seacat how he was obtaining information from the Department of Revenue. Mr. Seacat stated that they have determined the data is not reliable and they will need to test around the system. In addition, a subcommittee of the Legislative Finance and Audit Committees and the Interim Review and Transportation Committee has been established to

address the issues.

STATE ENTERPRISE IT VISIONING AND STRATEGIC PLANNING

Tony Herbert, Chief Information Officer for Operations, Information Technology Services Division, presented to the Council the draft *Montana State Strategic Plan* (EXHIBIT #6) and the *State of Montana IT Strategic Planning Timeline* (EXHIBIT #7).

Ms. Skelton asked for an example of an enterprise-wide disaster. Mr. Herbert responded earthquakes, plane crashes into buildings, and security breaches.

Mr. Johnson asked about information technology expertise and the plan's focus on IT professionals. He said that there is a void in IT training for the upper management level. He suggested some type of education forum for upper management because they lack some of the basic IT experience. Mr. Herbert stated that they will try to get that built into the plan. Mr. Johnson stated that the lack of training is apparent in the legislative process as well. Mr. Herbert concurred.

Mr. Seacat asked Mr. Herbert if he felt that under SB 131, the Information Technology Services Division had the authority to tell agencies what to do. Mr. Herbert stated that he believes the division does even though it hasn't gone very far in that direction. Mr. Seacat stated that he would like to see increased emphasis in that direction.

Mr. Schenk commented that Sen. Taylor provided a lot of input regarding this issue and that the legislature wants to see increased competence.

Ms. Ahner said that the Executive Summary would be a useful tool for legislators. Ms. Skelton and Mr. Schenk concurred.

Mr. Johnson asked about shared information resources and if that section was to bring interested parties together to make sure that all needs are met. Mr. Herbert responded that this section is not addressing the issue as much as the project management section of the document.

Mr. Herbert encouraged the Council to review the draft plan and to submit any suggested revisions to him in writing via e-mail.

Ms. Menzies said that the Computer System Planning Council statutes requires coordination with the Executive Branch. In addition, she would like to see a plan for the Legislative Branch similar to the Executive agency plan when feasible. Mr. Trenk added that they cannot fit in with the agency plans completely, but he agreed they should try to follow their plan as closely as possible while including additional branch information.

REVIEW OF LEGISLATIVE BRANCH IT BUDGET

Ms. Menzies reviewed for the Council the Office of Legislative Information Technology budget (EXHIBIT #8).

Mr. Trenk commented that the reason that only 25% of the budget has been expended is because some of the larger projects have not come to fruition. In addition, the rate for contracted services has decreased significantly. There will also be a large expenditure at the end of the fiscal year.

VISION STATEMENT DEVELOPMENT

Ms. Menzies lead the Council in a brainstorming session regarding what purpose should information technology serve within the Legislative Branch. She continued to state that defining this issue will lead to:

- Better understanding of branch needs
- Focusing on what is important
- Assisting with resource allocation
- Identifying initiatives

The Council and staff stated that IT ought to serve the following purposes within the Legislative Branch:

- support the Legislative process
- provide access to information for legislative customers
- provide legislators with tools throughout their term
- citizen participation opportunities
- tools for staff
- enable office to perform statutory duties
- a means to disseminate information
- assist legislator and process in performing constitutional duties
- accessibility and efficient means to provide information
- an efficient and effective means to increase job performance
- a means to share and record information, reduce redundancy
- training for legislators, staff, and lobbyists
- increased IT support staff during session
- improve the creation, collection, presentation, and distribution of information in a timely fashion
- improve productivity and job satisfaction with the tools
- tools to make jobs easier
- efficient and easier way to share access to information
- to provide a primary data and information foundation upon which independent and objective oversight can be based - timely and efficient
- providing the most efficient and effective way of information access and exchange with the overarching goal being enhancing the legislative process
- empowering legislators with the knowledge and data they need
- appropriate security of data
- sharing information
- multiple people are not entering the same data
- timeliness
- final record of the proceedings is accurate and accessible
- support of software and hardware for staff and legislators so that information can

- be accessible and accurate
- streamlining business - access to information and constituents access to legislators (e.g., state e-mail)
- transition from paper
- adequate tools for session (e.g., laptops for Committee secretaries)
- broadcasting or recording of Committee hearings
- at your-your-fingertip information for the public
- government accountability (e.g., basic data for government to be accountable to the people)

Ms. Menzies presented the previous mission statement of the Council which is:

1. To provide for efficient, timely, and effective operation of branch business
2. To continually apply and improve IT to minimize impediments to collecting and disseminating public information

Mr. Seacat suggested that the information gathered from this exercise be incorporated as part of the Legislative Branch plan and see how it works with the State of Montana plan.

Mr. Trenk commented that the legislative branches business is different from the Executive Branch, and we need to incorporate that in the vision statement.

REVIEW OF MAJOR IT PROJECTS

Mr. Trenk reviewed for the Council current information technology projects (EXHIBIT #9).

Mr. Seacat asked what an informal EDP audit is. Ms. Hunthausen responded that her office would go down and review the system and provide guidelines as to what would be looked at during the audit.

Mr. Seacat stated that the Audit Division has had a disaster recovery plan in place. In addition, he stressed the importance of the BANNER system.

FUTURE MEETINGS AND WORK PLAN

Ms. Menzies then reviewed for the Council the tentative work plan (EXHIBIT #10).

Mr. Eller commented that one of the deficiencies on the website is House and Senate representation. He asked how we might get more input from the House and Senate and how to get the information flowing during the interim. Ms. Menzies concurred.

Mr. Seacat asked for a report on website usage from Mr. Eller. Mr. Eller agreed to provide a report at the next meeting.

ADJOURNMENT

The meeting adjourned at 11:23 a.m.

CI0425 2066jjxa.