



Legislative Branch Computer System Planning Council

60th Montana Legislature

MEMBERSHIP

SUSAN FOX, CHAIRPERSON
SEN. JOHN BRUEGGEMAN
REP. LLEW JONES

MEMBERSHIP

MARILYN MILLER
CLAY SCOTT
SCOTT SEACAT
CLAYTON SCHENCK
DICK CLARK

COMMITTEE STAFF

HENRY C. TRENK
DIRECTOR OLIT, LSD

MINUTES

March 24, 2008

Room 102, Capitol Building
Helena, Montana

Please note: These minutes provide abbreviated information about committee discussion, public testimony, action taken, and other activities. The minutes are accompanied by an audio recording. For each action listed, the minutes indicate the approximate amount of time in hours, minutes, and seconds that has elapsed since the start of the meeting. This time may be used to locate the activity on the audio recording.

An electronic copy of these minutes and the audio recording may be accessed from the Legislative Branch home page at <http://leg.mt.gov>. On the left-side column of the home page, select *Committees*, then *Interim*, and then the appropriate committee.

To view the minutes, locate the meeting date and click on minutes. To hear the audio recording, click on the Real Player icon. Note: You must have Real Player to listen to the audio recording.

COMMITTEE MEMBERS PRESENT

Sen. John Brueggeman
Rep. Llew Jones

Susan Fox, Chairperson
Marilyn Miller
Clayton Schenck
Dick Clark

COMMITTEE MEMBERS EXCUSED

Clay Scott
Scott Seacat

STAFF PRESENT

Hank Trenk, Director OLIT, LSD
Fong Hom, Secretary

VISITORS

Visitors' list, Attachment #1.

COMMITTEE ACTION

- The Computer System Planning Council Committee adopted the Proposed Operating Guidelines by consensus.

CALL TO ORDER AND ROLL CALL

00:00:01 Susan Fox called the meeting to order at 1:35 p.m. The committee secretary took roll visually. Meeting attendees introduced themselves: Karen Berger, Marilyn Miller, Tori Hunthausen, JP Pomnichowski, Terry Johnson, Clayton Schenck, Rep. Llew Jones, Hank Trenk, Fong Hom, Jeanette Nordahl, Steve Eller, Darrin McLean, Dick Clark, and Dale Gow.

AGENDA

Review of Computer Systems Planning Council's Statutory Roles and Responsibilities - Susan Fox, Executive Director, LSD

00:03:29 Ms. Fox talked about the purpose of the Legislative Branch Plan, the duties of the Computer System Planning Council, and the duties of the Legislative Services Division and the Legislative Council (**Exhibit 1**).

00:08:00 Hank Trenk, Director, OLIT, said that in the statement that says "adopt adequate rules", that was changed to say that the Computer System Planning Council would adopt rules and include those as part of the plan and then the Legislative Council would adopt them. The Finance, Audit and Services Divisions would have their say in those rules in the House and the Senate through this Council.

Proposed Operating Guidelines - Susan Fox, Executive Director, LSD

00:09:29 Ms. Fox talked about the proposed operating guidelines (**Exhibit 2**).

00:10:45 The Planning Council Committee adopted the Proposed Operating Guidelines by consensus.

Computer Systems Planning Council IT Groups (Exhibit 3)

00:11:37 **Office of Legislative Information Technology (OLIT) - Hank Trenk, Director**
Mr. Trenk talked about the responsibilities of the central IT group; the three sections of OLIT: the Computer Systems Section, the Networking Section, and the Architect and Engineering Section; and the guidance groups: the Technical Planning Group and the Web Content Organization Group.

00:18:04 **Computer Systems Section - Steve Eller**
Mr. Eller talked about the responsibilities of the Computer Systems Section: the development and maintenance of internal Branch software or applications that are supported by the central OLIT office, user support for some off-the-shelf software; and user training for Branch developed software as needed.

00:22:57 **Network Services Section - Jeanette Nordahl**
Ms. Nordahl gave a brief background of the Network Services Section. She said that her section is responsible for the computers, laptops, printers, user access issues, installation of applications and maintenance of those applications, and in

charge of hardware and software licensing.

00:24:36 **Architect and Engineering - Darrin McLean**

Mr. McLean said that this section is responsible for developing and maintaining IT infrastructure, developing IT Architecture and core principles, and developing policy and procedures for maintaining the infrastructure.

00:28:54 **IT Security Program - Dale Gow**

Mr. Gow gave an update on the Information Security (**Exhibit 4**).

Comments from Dick Clark, CIO, IT Services Division, Department of Administration

00:36:10 Mr. Clark said that ITSD services 23 major agencies, the Courts as a branch separate, 36 counties, and the University System. He talked about an article in the Governing Magazine that ranked all the states. Montana received a C+ for Information Technology. Mr. Clark talked about the importance of security, that you have to know who your vendors are, that HR is a big security issue in the reliance of background checks, security around facilities, and cyber security. He also talked about the fact that GIS is something that they are putting time and effort into because it is the way that the state is going to communicate with its citizens in the future.

Questions

00:56:32 Terry Johnson asked Mr. Clark about the C+ ranking that Montana received versus the higher rankings that the Washington and Utah received. Mr. Clark said that the Washington and Utah received higher rankings because of their consolidation and utilization of getting data back out to the citizens of their state. In the state of Montana, private public partnerships need to be cultivated and that we are a large state with a small population.

Rep. Pomnichowski asked who does the backups of data. Mr. Clark said that ITSD does the tape backups nightly.

Update on 2007 IT Legislation - Susan Fox, Executive Director, LSD

01:10:37 Ms. Fox talked about IT legislation that impacted the Legislative Branch. She talked about Senate Bill 82 (**Exhibit 5**), and the legislative efforts that were successful in the last session.

Hank Trenk talked about the amendment to 2-17-518, which was originally enacted in the 2001 Legislative Session as part of the Montana Information Technology Act which established the State CIO. Section 1 of 2-17-518, says that the Department of Administration shall adopt rules for the Executive Branch. Section 3 says that adequate rules will be adopted by the Supreme Court and the Legislative Council. Mr. Trenk said that the Legislative Branch has never adopted adequate rules. He said that as we move down the road with the Computer Systems Planning Council this interim, we need to figure out what our adequate rules are for the Legislative Branch, that we either need to step up to the plate and do something or repeal it.

Ms. Fox said that if the Computer Systems Planning Council would like to suggest any legislation, that legislation should be provided to the Legislative Council by September 15.

IT Budget - Hank Trenk, LSD

01:16:48 Mr. Trenk talked about Legislative Branch Information Technology Budget (**Exhibit 6**) prepared by Karen Berger.

IT Projects for FY 2009 Biennium - Hank Trenk, LSD

01:18:59 Mr. Trenk gave a status report on the projects (**Exhibit 7**) in FY2007 and going through FY 2009.

Ms. Fox talked about the Legislator eDocuments pilot project and that Steve Eller will be the contact person for it.

Update on Vote System Procurement - Steve Eller, LSD

01:31:54 Steve Eller gave an update on the voter system procurement. He said that there is a good group that has been actively involved in this, they are on track. They will have a meeting the first week in April to decide whether to move ahead with a contract with International Roll Call.

Obsolete System List - Hank Trenk, LSD

01:40:01 Mr. Trenk said that in the current plan, there is a list of potentially obsolete systems, but the two systems that needs to be worked on are the bill drafting system, the bill drafting engrossing and enrolling system, and the code update system.

Ms. Fox added if there are systems that the Finance or Audit Divisions or the House or Senate feels that have problems or might become obsolete, the Planning Council needs to be informed to help prioritize what support is needed, what systems will be high on the priority lists to get the right resources at the right time.

Update on Legislator Laptop Project - Sen. Brueggeman

01:43:53 Sen. Brueggeman said that he thought the Legislator Laptop Project went well. Mr. Trenk said that about 130 legislators took advantage of the project at the \$1500 a piece amount. He said that \$75,000 is budgeted for laptops for new legislators or for those legislators who did not participate in the project for the 2007 Session.

There was a discussion on the problems experienced with the start of the pilot project. Mr. Trenk said that the concept of the project was to give \$1500 to the legislators to get the laptop of their choice. Any updates or problems that were experienced by the legislators were to be handled by the legislators and not by the IT staff.

Susan Fox talked about the issues of what is legally allowed to be received or sent via email, what can be viewed on the computer while in a meeting or in

session. She said that part of the legal issue is with our Constitution and the right to know, that any of the emails that somebody sends to you as a legislator while you are in the meeting or any emails you send them are technically public information. How you get it out of the computer, who prints it, who submits it as an exhibit or not, those are issues that are more complicated than meets the eye. She said that the Legislative Council will try to provide some guidance on the technical ethical ethics.

Sen. Brueggeman said that one of the big issues going into next session is the issue of emails and phone messages that are printed on paper that is coming to the state system. He said that they, as legislators, should have the option to have that pushed to their laptops or their private emails if they want. He said that that would speed up the process of replying to those emails.

Agenda for Future Meetings - Hank Trenk

02:06:41 Mr. Trenk talked about the Tentative Work Plan for the Council (**Exhibit 8**) and issues to be discussed at each of the future meeting dates.

Adjournment

02:10:21 The meeting was adjourned at 3:46 p.m. The next meeting is May 5, 2008.

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