



STATE OF MONTANA
 DEPARTMENT OF ADMINISTRATION
 STATE INFORMATION TECHNOLOGY SERVICES DIVISION



ITMC Council Business Meeting
March 4, 2015
8:30 am - 10:30 am
DEQ Metcalf Building, Room 111

Meeting Chairperson

Larry Krause, Department of Commerce

Attendees:

Ron Baldwin	CIO/ State Information Technology Services Division
Brett Boutin	State Information Technology Services Division
Lesli Brassfield	State Information Technology Services Division
Dave Carlson	State Information Technology Services Division
Joe Chapman	Department of Justice
Dan Chelini	Department of Environmental Quality
Pedea Connon	Department of Revenue
Warren Dupuis	State Information Technology Services Division
Joe Frohlich	State Information Technology Services Division
Kreh Germaine	Department of Natural Resources and Conservation
Jim Gietzen	Office of Public Instruction
Cheryl Grey	DOA/ SABHRS
Larry Krause	Department of Commerce
Tammy LaVigne	State Information Technology Services Division
Lisa Mader	Montana Supreme Court
Jerry Marks	State Information Technology Services Division
Kim Moog	Department of Labor and Industry
Tom Murphy	State Information Technology Services Division
Lynne Pizzini	State Information Technology Services Division
Matt Pugh	DOA/ SABHRS
Carol Schopfer	State Information Technology Services Division
Mark Van Alstyne	Secretary of State's Office
Irv Vavruska	State Information Technology Services Division
Tyler Weingartner	State Information Technology Services Division

Real Time Communications (Online):

Edwina Morrison, Chris Gleason, Dale Gow, Dave Johnson, Wes Old Coyote, Penne Cross, Maris Cundith, Judy Kelly, Kyle Hilmer, Jerry Kozak, Darrin McLean, Dave Nagel, Jessica Plunkett, Rick Bush, Angela Riley Brad Sanders, Stacy Ripple, Jerry Steinmetz, David Swenson, Tammy Stuart, Dustin Temple, Terry Meagher, James Thomas, Doug Volesky, Kristin Burgoyne, Dan Mossman, Sky Schaefer, Dawn Temple, Jack marks, Lisa Vasa, Kyle Belcher, Chris Kuntz

➤ **Welcome and Introductions- Larry Krause, Chair**

February minutes approved.

➤ **State CIO Update- Ron Baldwin**

➤ **Top Five**

- James Zito becomes Certified Forensic Examiner
Putting in the catalog
- US PIRG Transparency Recognition
Montana is being recognized as a national leader in budget transparency

➤ **DPHHS Migration to Enterprise Platform Services (Stuart Fuller)**

- DPHHS continues to move its department hosted servers and applications to the shared enterprise platform with an anticipated completion date of July1, 2015. To date, DPHHS has moved 151 virtual servers over to SITSD. We are currently negotiating hosting services for three additional agencies. This consolidation onto shared infrastructure will provide lower costs and increases services and security for enterprise information technology in the State of Montana.
- We are on track for July 1st all is going well.

➤ **Mobile Device Management (Jerry Marks)**

- Airwatch was selected through a competitive RFP process to provide enterprise mobile device management for the State of Montana. This technology will provide secure management of mobile devices and applications.
- There is one more hurdle and that is the actual procurement itself
- We just need to come up with the money and the correct contract

➤ **File Transfer Service Version 2.0 and MT Drive (Audrey Hinman)**

- A new version of the state's file transfer service, which allows for the secure transmission of large files, will go into production in four weeks. The web service associated with this new version is already in production and being heavily used by the Dept. of Revenue for tax information collections.

➤ **James Zito becomes Certified Forensic Examiner**

- James Zito, security operations supervisor in the Information Security Bureau, passed the Global Information Assurance Certification Certified Forensic Examiner (GFCE) examination on Feb. 11. The GCFE certifies that candidates have the knowledge, skills, and ability to conduct typical incident investigations including e-Discovery, forensic analysis and reporting. SITSD intends to leverage his skills to help other agencies by

creating a forensics services offering.

➤ **US PIRG Transparency Recognition**

- We've received a communication from the U.S. Public Interest Research Group notifying us that Montana is being recognized as a national leader in budget transparency.

➤ **Legislation-Transmittal (Tammy LaVigne)**

- **HB 10- Long-Range Information Technology Appropriations**
 - Hasn't hit House yet, end of March
- **HB 231- Revise Information Technology Laws**
 - House State Administration
 - Failed Bill is Dead
- **HB 296- Revise laws regarding mutual aid frequency coordination**
 - Successful; 95-4
 - Was heard in the House of Senate
- **HB 220- Repeal the electronic government advisory board and transfer duties**
 - Hearing date, March 20th?
- **HJ 7- Study next generation 9-1-1**
 - Hammer testified at hearing
- **HB 123- Generally revise public records laws**
 - Moving quickly,
 - Security requirement so need to watch
- **HB 288- Repeal law regarding transfer of information technology resources**
 - Department will oppose
- **SB 45- Require the publishing of a state phone directory every two years**
- There were two Bills that past that require to record and publish within 24 hours this is with Parole Board & Investments of Education.

➤ **SITSD Fixed Costs (Tammy LaVigne)**

- The Joint Appropriations Subcommittee on General government has the responsibility of approving internal service rates and agencies funding for those rates. On January 30th, the subcommittee approved several motions affection and \$8.6 million dollar decrease to SITSD's budget and corresponding decrease to agencies SITSD fixed cost funding.

The motion was based on the LFD's analysis of agency budget authority request.

Budget authority to pay the SITSD allocation is fixed cost item in each agency's budget. The statewide fixed costs in the executive budget are \$11.3 million higher in the 2017 biennium when compared to double actual FY2014 expenditures.

Page A-199 of the analysis details agencies request and the percent of change. Agency growth varies from a low of 6.79% decrease to a high of 34.98% increase. Applying the \$8.6 million cut to agencies is challenging, and after discussion with the department, the subcommittee has directed LFD staff to study Information Technology costs in whole. The LFD has been asked to work with SITSD and a select number of agencies and make a recommendation on moving forward.

- Amy Carlson's office, Legislative Fiscal Division, SITSD, and agencies are going to work with a special committee, joint subcommittee on Information Technology.
- The members are Senator Blazedale, Representative McCarthy, and Senator Phillips, who are all on subcommittee "A". Joining them is Senator Webb, Representative Bellance, and Representative Growdell.
- This subcommittee is going to look at IT expenditures as a whole.
- Doug also spoke to this, not too much in the way of increases in past years.

➤ **PM Tool**

- Coordinate with Stuart.
- Bamboo- we discovered no one wants to use it, Ron is cutting it since it is expensive to host.
- Stuart is looking at Daptive, it's SAS based, a PPM tool, looks like LFC report
- DEQ, DPHHS, and DOR are in, and Evan with Montana State Library is interested, but commented that the entry cost is high for small agencies

➤ **Communication Crisis Plan (Lesli Brassfield)**

- We have completed a draft communications plan
- The plan integrates into SITSD's incident response team framework
- It requires that every communication provided to stake holders be reviewed and approved by the incident commander and it provides a systematic approach to communicating during the incident.
- We are working close with the state's Continuity Office
- Plan integrates the use of Notifind
- The first phase of the communications plan is targeted primarily to individuals within SITSD and DOA
- The second phase of communications would occur when an incident requires that we notify Agency IT CIOs/Managers, Agency heads.
- The third phase of communications would occur when an incident is so significant

that it warrants notification to the media, all state employees and/or the general public.

- Time frame is 4 to 6 weeks

➤ **eMarket Center Solution (Cheryl Grey)**

- eMax – originating within the General Services Division
- Phase 1- Montana Acquisition and Contracting system, vendor management and self-registration, done by August 1st
- Phase two- Contract management working with the Department of Revenue, done by November 30th.
- Phase three- is the expansion of the eMarket Place
- Phase two or phase three it will be linked with SABHRS
- CyQuest vested in other states and part of WISCA
- Contract- pricing is an advantage

➤ **Local Government Services IT Project (Cheryl Grey)**

- Entity we manage- 1400
- Submit annual reports annually
- Collect budget info and conducts audits
- Microsoft CRM and sockeye
- Scheduled to go live March 30th

➤ **SABHRS Transition from Mainframe (Matt Pugh)**

- For Inbound interfaces Web services there are two services provided to upload files:
 - CI_MT_INTRFC_CI_N_C- Synchronous service for files with 10,000 records or less. You send a request to upload the file, the file will be edited when it is received, and a message will be returned indicating if the file successfully loaded or not.
 - SABHRS_SYNC_LOAD- Multi park service for files with over 10,000 records. You send a request to upload the file and receive a message that SABHRS Financials has received your file. SABHRS Financials will edit the file in the background and send an email indicating if the file successfully loaded or not.
- SABHRS Financials Upload Page- This process requires navigation to a page in the SABHRS Financials where files are attached for upload. Path for this page is:
 - Main Menu > MT Financials Interface > Upload Interface Files > Stage a File
- FTP/SSL- There will be a SABHRS FTP server available for secure file transfer. Agencies will need to request a user id and password for this option. Secure folders will be setup for incoming agency file submission.
- **(If you are retrieving any f08 dataset from the mainframe (example: F08.D100.BU5201) you will need to switch to one of the alternative Outbound methods.**

- Outbound Files: Web services- This the preferred method for retrieving files from SABHRS Financials. There is a web service for the Warrant Status file (F08.D100.BUxxxx), and the GL Daily Transaction file (F08.D140.GLJRNLDAILY400). There is also the Query Access Service (QAS) tool which can provide SABHRS Financials queried data.
 - CI_MT_WRRNT_STAT_CI_N_G- Synchronous service to get warrant status data.
 - CI_MT_JRNL_POST_CI_N_G- Synchronous service to get the GL Daily Transaction data.
 - QAS_EXECUTEQRYSYNC_OPER & QAS_EXECUTEQRYSYNCPOLL_OPER- Synchronous services used to run queries.
- SABHRS Financials Download Page- This process requires navigation to a page in SABHRS Financials to retrieve the Warrant Status File, GL Daily Transaction file and/or the GL Balances file (F08.D100.GLBAL.BUxxxx). Path for these pages are:
 - Main Menu > MT Financials Interface > Download interface files > WebService Warrant Status file
 - Main Menu > General Ledger > General Reports > Daily GL Trans
 - Main Menu > General Ledger > General Reports > GL Balances
- FTP/SSL- There will be a SABHRS FTP server available for secure file transfer. Agencies will need to request a user id and password for this option. Secure folders will be setup for outgoing agency file retrieval.
- Goal is May of 2015
- Working with SITSD

➤ **Microsoft Server 2003 (Lynne Pizzini)**

- End life/support July 14, 2015
- Treating this like XP if you have to have one
- You will need exception from the CIO and mitigation plan by June 1st.

➤ **Enterprise Level Software- Best Practice Framework (Ron Baldwin)**

- By bring SISTSD and DLI staff together under the same roof for the pilot we've dramatically improved our ability to execute. Communications cycle time is much shorter, and the team is iterate rapidly and make quick progress on project objectives.
- Running enterprise pilots (as opposed to division or agency level pilots) lets us do two critical tasks at once. We gain a deep understanding of one narrow application of a product, while simultaneously building the broad knowledge needed to evaluate the enterprise applicability of the solution as a whole.
- By running this as an enterprise pilot from the outset we are able to benefit from the very specialized skills each agency has. When we have questions requiring DLI specific knowledge Judy Kelly can engage those resources quickly. When we have infrastructure or enterprise specific questions I can engage SITSD's subject matter

experts. The end result is that we're always bringing our best mind to the table, while saving the team a great deal of time and no small amount of resources.

- Enterprise Pilots.... Initiated from multiple sources, such as ITPR, but it doesn't mean every purchase request will be selected for a pilot. Sources could be SITSD, an agency (with a specific need), or ITMC
- Sanctioned by DOA and ITMC
- Involves at least one agency
- Based on enterprise requirements collected from multiple agencies, and success is measured against meeting those requirements.
- Run as an agile project, around 4-6 sprints, lasting 4-6 months
- Formulating into policy and discussed with committee
- Technical resources page on the website

➤ **Enterprise content Management Pilot/Agency Involvement (Matt Hosking)**

- Nearing the end of the four out of the five sprints

➤ **FileNet Upgrade (Barry Fox)**

- New features, mobile uploads of docs, drag and drop, tab browsing
- CMIS- Content Management Interoperability Standard, sharing content through agencies
- IBM bought FileNet

➤ **Recruitment and Retention Phase 1 (Tammy LaVinge)**

- Changed meeting times 10:30 – noon at DLI. Third Thursday of each month.
- Ikuw certification program, curriculum development at the college
- Roundtable discussion on recruitment and retention strategies the topic will continue in the March meeting
- Mike will speak about more at ITMC next month
- ECM IBM Pilot to follow perceptively

➤ **Audrey Hinman**

- Ron mentioned file transfer service upgrade it is in production
- If you're a customer of old API, aware that sunset date for version one is July 15th
- Call staff if you need help with conversion to new API
- API 2.0 is a lot quicker and simpler

➤ **Ron Baldwin**

- Subcommittee meeting working with the Governor's office and the Budget Director
- We are going to make a suggestion to the committee to help with this process for the next legislative session
- A volume 10 IT for the state – all agencies for the state
- Aligning with MITA, State Strategic plan and Biennial update

- Will become a part of the Governor's budget

Adjournment:

10:27 a.m.

Next Meeting:

Date: April

Time: 8:30 a.m. -10:30 a.m.

Location: Metcalf Building, room 111 (**was noted that all meetings February through May will be in the Metcalf Building, room 111**)

Minutes Submitted: February 13, 2015 by Hannah Subry