

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

**Welcome and Introductions (8:30 – 9:00)**

- Larry Krause, Chair
  - Approval of February Minutes
  
- Ron Baldwin, State CIO Update (25 minutes)
  - Top Five
  - Legislation - Transmittal
  - SITSD Fixed Costs – Subcommittee Action
  - PM Tool – Agency Workgroup

**Business (9:00 -10:25)**

- Communication Crisis Plan – Lesli Brassfield (5 minutes)
  - Observations/Concerns/Feedback – Roundtable discussion (5 minutes)
  
- eMarket Center Solution – Cheryl Grey (2 minutes)
  - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)
  
- Local Government Services IT Project – Cheryl Grey (2 minutes)
  - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)
  
- SABHRS Transition from Mainframe – Matt Pugh (2 minutes)
  - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)
  
- Microsoft Server 2003 – Lynne Pizzini (5 minutes)
  - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)
  
- Enterprise Level Software – Best Practice Framework – Ron Baldwin (5 minutes)
  - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)
  
- Enterprise Content Management Pilot/Agency Involvement – Matt Hosking (5 minutes)
  - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)
  
- FileNet Upgrade – Barry Fox (5 minutes)
  - Observations/Concerns/Feedback – Roundtable discussion (5 minutes)
  
- Recruitment and Retention Phase I – Tammy LaVigne (1 minutes)
  - Observations/Concerns/Feedback – Roundtable discussion (1 minutes)

## **Posted Reports**

IT Legislation

### **Adjournment (10:27-10:30)**

- **Next Meeting April 1 – DEQ Metcalf Building**
- **Member Forum**
- **Public Comment**
- **Adjourn**
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**ITMC Council Business Meeting  
February 4, 2015  
8:30 am – 10:30 am  
Metcalf Building, room 111**

**Meeting Chairperson**

Larry Krause, Department of Commerce

**Attendees**

Stuart Fuller	Department of Public Health and Human Services
Tim Bottenfield	Department of Revenue
Mike Bousliman	Department of Transportation
Joe Chapman	Department of Justice
Dan Chelini	Department of Environmental Quality
Mark Van Alstyne	Department of Fish, Wildlife, and Parks
Carol Schopfer	State Information Technology Services Division
Jim Gietzen	Office of Public Instruction
John Daugherty	Department of Corrections
Rick Bush	Department of Administration
Lisa Mader	Department of Judicial
Rick Bush	Teacher's Retirement

**Guests**

Jody Troupe, Mary Gilbert, Matt Pugh, Mathew Hosking, Sean Rivera, Tyler Weingartner, Andy Metroka, Christie McDowell, Syed Admed, Arnie Valenzuela, K Farley, Jeff Hill, Bret Collard, David Bancroft, Don Taylor, Chris Bacon

**Real Time Communication (online)**

Peder Cannon, Edwina Morrison, Erika Biliet, Chris Gleason, Dale Gow, Michael Jares, Dave Johnson, Kathleen Berg, Cyndie Lockett, Darrin McLean, Dave Nagel, Tammy Peterson, Stacy Ripple, Jerry Steinmetz, Sue Leferink, Michael Sweeney, David Swenson, Tammy Stuart, Dawn Temple, Dustin Temple, Irv Vavruska, Jerry Kozak, Kyle Belcher, Maris Cundith, Math Pugh, Wes Old Coyote, Anne Kane, Lisa Vasa, Sky Foster, James Thomas, Jim Newhall, Ed Glenn

**SITSD Attendees**

Lynne Pizzini, Cheryl Pesta, Matthew Hosking, Tyler Weingartner, Tom Murphy, Audrey Hinman, Dave Carlson, Jerry Marks, Lesli Brassfield, Matt Van Syckle, Larry Sheldon, Brett Boutin.

## **I. Welcome and Introductions – Larry Krause, Chair**

January minutes approved.

## **II. State CIO Update – Ron Baldwin**

January 21 Outage/ Top Five

### ➤ *Outage:*

- The failure of our storage system- even with a triple redundancy we still had failure. We worked with NetApp to reconfigure those controllers and worked with Matt Van Sickle with Instrumental. Our Exchange server got hit the hardest; we had trouble getting this back up due to 57 data bases for our Outlook Exchange system.
- Lynne Pizzini: Used ISIRT and followed procedure
- Ron Baldwin: Communication is so vital; we called as many CIOs, IT managers and also key staff. We have this call-down tool called Notify and it is a reverse 911 and we are looking to start using this.
- MINE – personal information needs to be updated for agency CIOs for phone numbers i.e. work, home, cell, home, work, and personal email too.

### ➤ *Roundtable:*

- CIO State Agency discovered about impacts of budget cuts
- HB2- requests budget reduced from \$11.6 million to 3 million looking at increases from last biennium and running scenarios to see what we can cut. Will meet on Friday to discuss with agency CIOs and financial counterparts. These budgets will cascade into agency budget
- There are risks
- Mission critical services
- There will be a meeting with the subcommittee on Tuesday

### ➤ *ECM Pilot:*

- *Matt Hosking will discuss this further.*

### ➤ *Enterprise Security Program:*

- Enterprise Security Program has been filled, Joe Frohlich is moving over from Ravalli County.

### ➤ *Service Catalog Update:*

- Putting together requirements and putting together information for the service catalog.

### ➤ *IT Infrastructure Plan:*

- 5 year plan for our network server storage, hopefully will be put together in the next couple months.

## **III. ECM Pilot (Matt Hosking)**

- Observations/Concerns/Feedback-Roundtable discussion
- 5 Sprints- on 3- scheduled to be completed end of March, 2 months to evaluate and determination in maybe send out to ITMC from Matt Hosking
- In a week we will be going into fourth Sprint.
- We are looking for other agencies that are wanting more of this system

## **IV. Mobile Device (Jerry Marks)**

- Observations/Concerns/Feedback- Roundtable discussion
- 1,297 exchange mailboxes with active sync some with multiple devices
- Close to have a terms and conditions signed; 22 pages long explaining how we are going to

work with our vendor

- We are purchasing this through SHI, but the actual vendor is Airwatch
- We are hoping to have this signed by February 13; once this is completed we can start our purchase orders. We are hoping to have this complete by February 20.
- We hope to start a pilot on April 1 working with DOA, MDT, and DOR
- Much like Active Directory-for BYOD- and store devices

**V. Office 365 Update (Jerry Marks)**

- Observations/Concerns/Feedback- Roundtable discussion
- Directory sync port of SP 2013 environment, will look at realistic time
- End date is 7/1 to have policy developed
- We have our directory synced up to G tenant space. Now we can move forward.

**VI. Website DNN conversion Lessons Learned(Lesli Brassfield)**

- Observations/Concerns/Feedback- Roundtable discussion
- Transitioned public facing site from Sharp Content to DNN
- We we had to move content and documents
- Working on resolving the broken links

**VII. 2015 Information Technology Legislation(Tammy Lavigne)**

- Observation/Concerns/Feedback-Roundtable discussion
- No activity on Share Point
- HB10-Long Range Information Technology up on February 9
- HB14-Broadband
- LC319-Provide Broadband Development there is no draft yet
- LC399-Generally Revise Internet Laws there is no draft yet
- HB123-General Public Laws- past state administration, waiting to go to house floor
- HB231-Revise Information Technology Laws
- HB288-To repeal the law of transferring IT resources

**VIII. IT Inventory- Agency Data Collection(Larry Krause)**

- Observation/Concerns/Feedback-Roundtable discussion
- Too much detail due to server names
- Will email link to SP ITMC site

**IX. Varonis(Larry Krause)**

- Observation/Concerns/Feedback-Roundtable discussion

**X. Recruitment and Retention Phase 1(Tim Buttenfield)**

- Observation/Concerns/Feedback-Roundtable discussion
- Randy McKay apprenticeship program. They are working with Helena College.

**XI. EA Resller(Matt Hoskins)**

- Observation/Concerns/Feedback-Roundtable discussion
- Finding a new partner for ITSD Microsoft needs

**XII. Taleo(Ty Weingartner)**

- (<https://mine.mt.gov/personnel/somrsdocs.mcp>).
- Technical resources page on the website

**Adjournment:** 9:53 a.m.

**Next Meeting:**

**Date:** March 5, 2015

**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

DRAFT

**STATE INFORMATION TECHNOLOGY SERVICES DIVISION**  
**2015 LEGISLATIVE SESSION**  
**Status Update – February 26, 2015**

**SITSD FIXED COSTS**

The Joint Appropriations Subcommittee on General Government has the responsibility of approving internal service rates and agencies funding for those rates. On January 30<sup>th</sup>, the subcommittee approved several motions affecting an \$8.6 million dollar decrease to SITSD's budget and a corresponding decrease to agencies SITSD fixed cost funding.

The motion was based on the LFD's analysis of agency budget authority requests:

*Budget authority to pay the SITSD allocation is a 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.

**DEPARTMENT BILLS**

**HB10 – Long-Range Information Technology Appropriations**

Sponsored by Representative McCarthy, this bill appropriates money for the following capital projects:

Department of Administration:

- Network Equipment Upgrades and Maintenance
- Statewide Data Protection Initiative
- Statewide Public Safety Communications Systems/ Equipment Replacement and Upgrades

Department of Corrections:

- Security System Replacements and Assessments

Judicial Branch:

- Court Technology Improvement Program – Interactive Video

Department of Justice:

- Court Data Exchange Enhancement

Department of Transportation:

- Program and Project Management/Risk-based Asset Management and Linear Referencing Stems

- Financial Management Suite

The bill passed executive action in Joint Appropriations Subcommittee on Long-Range Planning and has been referred to House Appropriations.

#### **HB231 – Revise Information Technology Laws**

Sponsored by Representative Noonan, HB231 modernizes and updates the Montana Information Technology act including clarifying the duties of the state CIO. In addition, under the strategic information technology plan requirements, language was added to clarify that the value of the state’s IT infrastructure is “replacement” value of assets required to be reported. And the requirement for state agency’s IT plans to project activities and cost over a 6-year period is reduced to a 4-year period as agencies are unable to accurately project meaningful fiscal data six years out. Following the January 29 hearing in House State Administration, the bill was tabled on February 9.

#### **HB296 – Revise laws regarding mutual aid frequency coordination**

Sponsored by Representative Noonan, HB 296 updates Montana statute to reflect today’s environment. Current state statutes governing planning, coordinating and licensing public safety radio frequencies were established in 1983 with the last update to the statutes in 2001. Over the past 13 years, the Federal Communications Commission has changed its oversight, regulations, and processes in regards to public safety radio frequencies. State statutes require modernization to reflect the current environment. The bill passed third reading in the House 95 -4 and has been transmitted to the Senate.

#### **SB220 – Repeal the electronic government advisory board and transfer duties**

Sponsored by Representative Kaufman, the bill terminates the Electronic Government Advisory Council and moves the duties to the Information Technology Board. The bill passed second reading 50- 0 in the Senate.

### **OTHER LEGISLATION OF INTEREST**

#### **HJ7 – Study next generation 9-1-1**

Sponsored by Representative Steenberg, the bill creates an interim committee to study and make recommendations for the ongoing development of next generation 9-1-1 emergency communications services. The bill has passed was endorsed by the House Federal Relations, Energy and Telecommunications committee 15-0.

#### **HB123 – Generally revise public records laws**

Sponsored by Representative Jones, the bill generally revises public records laws, updates definitions and clarifies process and procedures regarding records. Section 14 of the bill provides that the

department of administration shall establish standards for technological compatibility for state agencies for records management equipment or systems used to electronically capture, store, or retrieve public records through computerized, optical, or other electronic methods and shall approve executive branch related acquisitions. The bill also addresses security policy and breach notification processes. The bill passed the House 90 -9 and has been referred to Senate State Administration.

**HB288 - Repeal law regarding transfer of information technology resources**

Sponsored by Representative Richmond, the bill removes the Information Technology Boards responsibility to advise the department of the transfer of IT funds, resources and employees as provided for in 2-17-523 and repeals that section of law. This section of law provides for the cost-effective use of information technology resources and allows for such transfers to ensure that needless duplication of efforts does not occur. The language has been in place since 1975. The bill passed third reading in the House 59 -41 and has been transmitted to the Senate.

**SB45 – Require the publishing of a state phone directory every two years**

Sponsored by Senator Brenden, requires the department of administration to publish a state employee telephone directory biennially including telephone number and e-mail address for each public officer and state employee. The bill passed 32-8 in the Senate and was heard by House State Administration on February 10.

**LEGISLATION OF INTEREST/Not drafted**

LC0658 – Provide for statewide infrastructure Requested by Senator Jones

LC0659 – Provide for statewide infrastructure Requested by Senator Jones

LC0686 - Revise security standards for state held and maintained data Requested by Representative Schwaderer

LC1330 – Generally revise 9-1-1 laws Requested by Representative Steenberg

LC1436 – Revise laws related to protecting of electronic private financial information Requested by Representative Wagoner

LC1850 – Study broadband infrastructure and deployment Requested by Representative Brown

LC1851 – Revise laws related to community broadband capacity in Montana Requested by Representative Brown

LC1872 - Authorize central database for public notice Requested by Senator Pomnichowski

LC1882 – Generally revise information technology laws Requested by Representative Zolnikov

LC2339 - Generally revise internet laws Requested by Representative Zolnikov

**SABHRS Financials will no longer be utilizing the Mainframe as an interface method effective April 24, 2015.**

***If you are currently running JCL and using one of the P08300xx or PF8300xx procedures to send a file into SABHRS Financials you will need to switch to one of the alternative Inbound methods listed below:***

**For Inbound interfaces to SABHRS Financials**

- 1) **Web services** – This is the preferred method for interfacing files to SABHRS Financials. There are two services provided to upload files:
  - a) 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.
  - b) SABHRS\_SYNC\_LOAD – Multi part 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.
  
- 2) **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
  
- 3) **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 listed below:***

**For Outbound files from SABHRS Financials**

- 1) **Web services** – This is 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.
  
- 2) **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.GLOBAL.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
  
- 3) **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.

If you have any questions, or need to request access to the SABHRS FTP server, please contact Aaron Jaques at 444-1578 or email [Ajaques@mt.gov](mailto:Ajaques@mt.gov).