Legislative Branch
Computer System Planning Council

60th Montana Legislature

MEMBERSHIP	**MEMBERSHIP**	**COMMITTEE STAFF**
SUSAN FOX, CHAIRPERSON	MARILYN MILLER	HENRY C. TRENK
SEN. JOHN BRUEGGEMAN	CLAY SCOTT	DIRECTOR OLIT, LSD
REP. LLEW JONES	SCOTT SEACAT	
	CLAYTON SCHENCK	
	DICK CLARK	

MINUTES

August 18, 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 (via telephone)
Rep. Llew Jones

Susan Fox, Chairperson
Marilyn Miller (via telephone)
Clayton Schenck
Tori Hunthausen

COMMITTEE MEMBERS EXCUSED

Clay Scott
Jeanette Nordahl

STAFF PRESENT

Hank Trenk, Director OLIT, LSD
Terry Johnson
Dick Clark
Karen Berger
Dale Gow
Darrin McLean
Steve Eller
Fong Hom, Committee Secretary

MONTANA LEGISLATIVE SERVICES DIVISION STAFF: SUSAN BYORTH FOX, EXECUTIVE DIRECTOR • DAVID D. BOHYER, DIRECTOR, OFFICE OF RESEARCH AND POLICY ANALYSIS • GREGORY J. PETESCH, DIRECTOR, LEGAL SERVICES OFFICE • HENRY TRENK, DIRECTOR, OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY • TODD EVERTS, DIRECTOR, LEGISLATIVE ENVIRONMENTAL POLICY OFFICE

Visitors' list, Attachment #1

COMMITTEE ACTION
- The CSPC adopted the proposed IT budget.
- The CSPC adopted the Computer Systems Plan with the three basic amendments: approval of the Business Case Analysis; approval in the changes in the framework of Architecture; and an amendment regarding the MBARS issue.

CALL TO ORDER AND ROLL CALL

00:00:02   Susan Fox, Chair, called the meeting to order at 9:16 p.m. Tori Hunthausen wanted to clarify that she was present at the last meeting in place of Scott Seacat and that Mr. Seacat should not be listed as excused.

Ms. Fox welcomed Ms. Hunthausen in her official capacity as director of the Legislative Audit Division.

The committee adopted the minutes of the June 23, 2008 meeting.

AGENDA

Proposed 2011 Biennium Central IT Budget

Review of Proposed Central IT Budget - Hank Trenk, Director, OLIT

00:13:34   Mr. Trenk discussed the updated budget proposal **(Exhibit 1)**. He explained the items that are highlighted in yellow (that were increases over last time's budget):

- Hardware and Software for Life Cycle Costs - Replacement Cycle
- Manage Firewalls for the Branch
- Reapportionment system Hardware and Software
- Upgrade branch macros to new office suite
- Duplicating Equipment for Committee Minutes
- Legislator Technology Allowance
- Integrate calendars and notification systems
- Documenting Business Process for LFD

Questions

00:24:17   Ms. Fox asked how many are going to perpetuate into the future and how many would be one-biennium costs? Mr. Trenk said that the macros for reapportionment, integrate calendars, and document business processors are all one-biennium.

Mr. Johnson asked if the costs for firewalls are for a two-year period. Mr. Trenk

said that the costs were for a two-year period. When the firewalls are first set up, all the ports are left open and then tighten down as you go along. When you bring up a new application or if something new happens, you will get a blocked message and your traffic won't be able to get through. You need to have firewall people adjust the firewall for you.

00:25:53   Mr. Trenk discussed the items highlighted in green that are paid for by ITSD:
- Network Connect Fees
- Support Costs for Existing Oracle Systems

Reserve Account
Replacing software systems
00:32:40   Mr. Trenk said that they have been working on replacing the bill drafting, engrossing, enrolling, committee minutes, journal, bill status and code update systems. The reason they want to replace those is: 1) they are at or towards the end of their life cycle; and 2) they have had these systems on the IT's obsolete systems list in the last two Computer Systems plans. He said that one of the software products is WordPerfect and the other is a Text DBMS.

Mr. Trenk said that the replacement process will be a two-biennium project. The first biennium is replacement of bill drafting, engrossing and enrolling, committee minutes, and journal. The second biennium will be for code updating. That is one of the reasons why they are asking for $5 million to replace the software programs that was put on the obsolete systems list.

Mr. Trenk discussed Sen. Brueggeman's question about no longer using WordPerfect. He said that one of the word processing program that was recommended was Open Office because it interfaces well with XML.

Discussion
00:39:33   Sen. Brueggeman said that they talked about ramping up with the services that are provided to legislators, creating more powerful tools for legislators. He asked if that is something that has to be done internally or contracted out? Mr. Trenk said that $15,000 was set aside to hire interns to help connect the legislators' laptops when in session.

Sen. Brueggeman said that he was thinking more about restructuring the website or changing the way legislators look at information electronically. Rep. Jones said that he envisioned a tool that you can download a format to enable you to write down comments regarding why you voted that way in 2nd or 3rd readings of a bill, for example.

Ms. Fox said that the issues that have been discussed are how the votes are stored, what kind of database, and just by the sheer organization of it, is it public record, and to what extent do we deal with it. Right now there is a Council rule that says, staff shall not compile voting records. Ms. Fox said that she would like to discuss this issue later.

Ms. Miller wanted to comment that when they were talking about this issue through the session, the people who felt strongly about it were not people who understand that information is information. There were people who didn't have laptops and didn't use the database. She said that that thinking may change. Her view point came from a time when people didn't use this information.

00:54:47   Mr. Trenk said that he will work with Mr. Eller to add about $150,000 into the budget for contracted services for enhanced legislator services.

Ms. Miller moved to add a line item for $150,000 for legislator enhanced information retrieval.

00:58:10   **Sen. Brueggeman moved to adopt the proposed IT budget. The motion passed.**

Vote System Update
There was a discussion on the new vote system. Mr. Trenk said that he did not want everyone to think that it will be the 2011 session before work begins on the interfaces to the vote system. Mr. Trenk said that Mr. Eller will schedule a meeting via email to those who wanted to be involved in the discussion of how to structure information that is presented as a branch and what opportunities the new system can provide for that.

MBARS Replacement Update
Mr. Trenk said that there was an item under the Reserve Account for MBARS replacement. Terry Johnson, LFD, researched that and Mr. Johnson had said that they were not going to replace MBARS, and that is the reason why there is nothing in the budget for that.

Clayton Schenck, Legislative Fiscal Division, said that it is important to realize that that is still down the road. It is out of this budget but it will probably be there in the next budget.

Questions
01:07:28   Sen. Brueggeman said that he doesn't know what the costs of MBARS is, but he

is not opposed at looking at what that will cost in the timeframe. He said that he wanted to make sure that we get that system in place before we lose senior staff in the Fiscal Division.

Ms. Fox asked Mr. Johnson who will make that decision. Mr. Johnson said that the MBARS system is an enterprise system; there is a joint ownership of that system and consists of the Fiscal Division and the Executive Budget Office. A third critical player in that process is the agency who uses that for budget development and for budget implementation after the budget has been adopted by the Legislature. The decision has to be a decision made by the co-owners with the agency personnel being involved. Mr. Johnson noted that the costs of a replacement system would be about $3 million. He added that it would take at least 3 years to implement a completely new system. Sen. Brueggeman said that he would support any efforts to put this into this year's budget.

Proposed 2011 Biennium Legislative Branch IT Plan

Overview
01:14:41   Mr. Trenk said the proposed IT Plan is for the 2011 Session **(Exhibit 2)**. He gave a brief overview of the Plan's introduction, chapters, and appendices. He said that a copy of the Legislative Branch Computer System Plan is available on the website.

Mr. Trenk said that the Branch uses a three tier approach to the Business Case Analysis process. He asked for the Council's approval to change Tier 1 to Technical Planning Group (TPG); Tier 2 to three full-time directors of LAD, LFD, and LSD; and Tier 3 to the Computer Systems Planning Council. The members of the CSPC did not object to that.

Review of Proposed Enterprise Architecture - Darrin McLean, Architect and Engineering Manager
01:20:47   Mr. McLean said that the Enterprise Architecture needs the Council's approval in order for it to move forward. Mr. Trenk said that the proposal can be adopted at the time the Computer System Plan is adopted.

Update of security and charter in plan - Dale Gow, Information Security Officer
01:23:53   Mr. Gow gave an update on the Security Policy (Appendix D of the Computer System Plan). He said that they have a final version of the charter and will present that for adoption. Mr. Gow gave a brief update on the following phases:
* I: Program Charter and Policy Development

- II: Employee Awareness and Education
- III: Security Architecture Enhancements
- IV: Security Management and Control
- V: Security Measurements and Metrics

Ms. Fox thanked Mr. Gow for his hard work. She said that it has been difficult for everyone because having a security policy is a new area. They have made progress but still have a long way to go.

01:30:08   Tori Hunthausen, Deputy Director, LAD, asked a question about the 9-member council where the Consumer Counsel was on the list. She said that she has not seen a representative from the Consumer Counsel nor has there been any feedback from them on this proposed Plan. She asked if they would need to do something about that because that is a statutory requirement. Mr. Trenk said that is up to the Council. The Consumer Counsel has not been a part of the central budget and they have never used the central IT resources other than having a website that is provided by the IT.

Ms. Fox said that the CSPC can do two things. The Council can have a housekeeping bill and remove them from the list or formally send a draft copy of the Plan to them and say that the law requires them to consider the Plan with an approval or non-approval. Rep. Jones said that the committee should forward a copy of the plan and get their comments. Mr. Trenk said that they will do that.

01:32:46   Ms. Fox said that MBARS is not mentioned in the Declining or Obsolete Systems. She asked Mr. Trenk, Mr. Schenck, and Mr. Johnson to write a description of that issue into the Plan.

Ms. Miller moved to adopt the Computer Systems Plan with the three basic amendments: approval of the Business Case Analysis; approval in the changes in the framework of Architecture; and an amendment regarding the MBARS issue. The motion passed.

BREAK

Update on Vote/Agenda Systems Replacement - Steve Eller, Computer Systems Section Manager

01:52:59   Mr. Eller gave an update on the replacement of the House and Senate vote systems. He said there is a lot of activity as far as the physical infrastructure replacement is concerned. They are a little behind in the RFP because they have had some contract issues that has set their timeframe back. The vendor is planning on having all of the physical work done by mid-September.

01:55:21   <u>Functionality of new equipment</u>

Mr. Eller said that one of the new capability that they will have is when votes are recorded, they will be put into a database immediately. He said that all votes will be recorded except when voice votes are taken because the system cannot record which representative or senator voted. Mr. Eller said that they are working on how to address that issue.

Mr. Eller said that they are planning on storing the votes within the LAWS system in a set of Oracle table that records the votes. Mr. Eller said that Jim Gordon needs guidance on what information should be given out and how that information should be given out. Ms. Miller suggested a meeting with Mr. Petesch, Mr. Mudd, Mr. Eller and Mr. Trenk and others to discuss this issue and if needed, report back to the CSPC committee on their findings.

Securing Legislator laptops when they are used in the Capitol

02:12:55   Mr. Trenk said that they discussed internally the fact that when legislators come and use the Guest Network that is accessible via wireless or through the network, they are being exposed to other people on that network and if someone connected to the network has a virus, that could spread to anyone who is also on the network. Mr. Trenk said that he is looking at ways to better protect legislators. He talked to ITSD and asked them to create a separate VLAN (Virtual LAN) for legislators that they could sign onto and that would separate them from the rest of the public. To make sure that only legislators were getting on the VLAN, they would get the machine address off their laptops and when they go to connect to the VLAN, they would make sure that it was one of the legislator's laptops that was being connected.

Ms. Miller commended Mr. Eller on his work on the replacement of the vote system.

Public Comment
None.

Adjournment
02:20:08   Ms. Fox adjourned the meeting at 11:35 a.m.

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