



Legislative Branch Information Technology Planning Council

65th Montana Legislature

MEMBERSHIP

SUSAN FOX, CHAIRPERSON
SEN. ROGER WEBB
REP. KIRK WAGONER
MARILYN MILLER
LINDSEY VROEGINDEWEY

MEMBERSHIP

AMY CARLSON
ANGUS MACIVER
ROBERT NELSON
DALE GOW

COMMITTEE STAFF

MIKE ALLEN
LINDSEY KRYWARUCHKA
JENNIFER SIMMONS
LAURA SHERLEY

MINUTES LOG

August 14, 2018
Room 172, Capitol Building
Helena, Montana

Please note: This document is a Minutes Log and provides a notation of the time elapsed between the beginning of the meeting and the time at which the item was presented or discussed, a motion was made, or a vote was taken. The narrative presented here is provided only as a guide to the audio or video record of the meeting. The official discussion, motion, or vote is available on the audio or video archive of this meeting. The Legislature does not prepare a transcript of meeting activities. The time designation may be used to locate the referenced discussion on the audio or video recording of this meeting.

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Please contact the Legislative Services Division at 406-444-3064 for more information.

COUNCIL MEMBERS PRESENT

Rep. Kirk Wagoner
Sen. Roger Webb

Susan Fox, Chairperson

Lindsey Vroegindewey
Marilyn Miller
Amy Carlson
Tim Bottenfield
Dale Gow
Angus Maciver

COUNCIL MEMBERS EXCUSED

Robert Nelson

STAFF PRESENT

Mike Allen, Advanced Technical Services Manager
Lindsey Krywaruchka, Operations Services Manager
Jennifer Simmons, Financial Services Manager
Laura Sherley, Committee Secretary

VISITORS' LIST ([Attachment 1](#))

AGENDA ([Attachment 2](#))

COUNCIL ACTION

The Information Technology Planning Council approved the OLIS 2020-21 Biennium budget.

CALL TO ORDER and ROLL CALL

00:00:02 Ms. Fox called the meeting to order at 1:01 p.m. The council secretary took roll ([Attachment 3](#)).

00:00:30 Ms. Fox welcomed Mr. Bottenfield to the meeting.

LEGISLATIVE BRANCH CIO UPDATE -- Dale Gow, LEG Chief Information Officer

00:00:59 Mr. Gow spoke on the 2019 Biennium IT budget and workflow, reviewed the department's ongoing projects, and gave an update on the session system replacement (SSR) project ([Exhibit 1](#)).

00:10:40 Mr. Allen gave an update on the website redesign project and the committee management project.

Council questions/comments

00:15:51 Ms. Miller asked Mr. Allen if the website redesign project and committee management project will be ready for the 2018 November Legislator Orientation and the 2019 Legislative Session.

00:16:25 Ms. Miller asked if the updates to the bill draft request (BDR) system will be ready for the 2019 Legislative Session.

00:16:47 Ms. Miller commented on the BDR and how the system is used in the Senate.

00:17:25 Mr. Gow commented on the chamber analysis to be completed in November.

00:17:48 Ms. Miller asked how IT and Propylon staff will be trained on the House Chamber process. The question was redirected to Shawn Whyte, Contract and Project Manager, Propylon

00:20:15 Ms. Fox commented on the Senate staff training.

00:20:38 Rep. Wagoner asked how the Office of Legislative Information Services (OLIS) will handle Microsoft no-permission Windows 10 updates during the 2019 Legislative Session.

00:22:21 Ms. Vroegindewey asked Ms. Whyte for an update on the current Propylon staff working with OLIS on the Propylon project and which staff would be responsible with managing the project during the 2019 Legislative Session.

00:23:40 Ms. Vroegindewey asked if the Propylon staff currently working on the Propylon project will continue working on the project during the 2019 Legislative Session.

00:24:16 Ms. Krywaruchka gave an update on the new online streaming vendor SLIQ, the new host MindCentric for legislator email, and the department's continued partnership with Montana PBS.

Council questions/comments

00:28:00 Rep. Wagoner asked if there are email storage limits on MindCentric.

00:28:42 Ms. Fox commented on the business analysis and review of MindCentric.

00:30:53 Sen. Webb asked if MindCentric is used in other state governments.

EXECUTIVE BRANCH CIO UPDATE -- Tim Bottenfield, Chief Information Officer, State Information Technology Services Division, Department of Administration

00:32:32 Mr. Bottenfield spoke on his experience in state government, the STISD office structure ([Exhibit 2](#)), and branch project updates.

00:40:02 Ms. Fox commented on the support from SITSD.

OLIS DRAFT IT PLAN -- Mr. Gow

00:40:39 Mr. Gow spoke on the analysis of the strategic IT plan ([Exhibit 3](#)).

00:45:54 Ms. Krywaruchka presented the OLIS draft IT plan (see Exhibit 3).

Council questions/comments

00:57:37 Ms. Miller asked for clarification on IT staff competitive wages.

00:59:39 Rep. Wagoner commented on the competition for IT staff.

00:59:59 Ms. Fox commented on the turn over of IT staff.

OLIS DRAFT BUDGET FOR THE 2020-21 BIENNIUM - Mr. Gow, and Jennifer Simmons, Financial Services Manager

01:02:20 Mr. Gow reviewed the OLIS draft budget for the 2020-21 Biennium ([Exhibit 4](#)) and detailed OLIS budget increases ([Exhibit 5](#)).

01:14:06 Mr. Allen commented on the Microsoft 10 conversions and the Microsoft staff that meet with the department to assist with the conversions.

01:15:51 Mr. Gow continued the review of the OLIS budget increases (see Exhibit 5).

Council questions

01:19:39 Rep. Wagoner asked if the draft 2020-21 Biennium OLIS budget has increased from the budget requested in the 2017 Legislative Session.

01:20:03 Mr. Gow continued the presentation.

Council questions

01:21:08 Rep. Wagoner asked if the audio/video technology improvements are part of the draft 2020-21 Biennium OLIS budget.

01:21:29 Mr. Gow continued the presentation.

Council questions

01:25:21 Sen. Webb asked if the sound systems in the Capitol hearing rooms have been upgraded.

01:26:30 Mr. Gow continued the presentation.

Council questions

01:28:17 Mr. Maciver asked for clarification on the legislator portal.

01:30:03 Sen. Webb asked if the vote system boards are being updated for the 2019 Legislative Session.

01:30:55 Mr. Gow continued the presentation.

Council questions/comments

- 01:32:42 Ms. Vroegindewey asked if long range appropriations will be separately requested.
- 01:35:08 Ms. Fox asked Sen. Webb and Rep. Wagoner where the division should submit the draft 2020-21 Biennium OLIS budget.
- 01:35:36 Ms. Fox commented on the Legislative Council's input on the draft budget and the review process of the budget.
- 01:36:13 Sen. Webb asked if disaster recovery hardware services could be provide from out of state.
- 01:37:32 Ms. Miller asked what the total is of the draft 2020-21 Biennium OLIS budget. The question was redirected to Ms. Simmons.
- 01:38:42 Ms. Fox asked for council action on the draft budget.

Council action

Motion

- 01:39:09 Rep. Wagoner moved to approve the draft 2020-21 Biennium OLIS budget.

Discussion on the Motion

- 01:39:30 Ms. Miller commented on the Senate's input on the budget.
- 01:40:00 Ms. Vroegindewey asked for clarification of the motion.

Substitute Motion

- 01:40:48 Ms. Miller made a substitute motion to approve only sections one, two, and three (HB 2 Operations budget, State Broadcasting budget, and Reference Center budget) of the draft 2020-21 Biennium OLIS budget.

Vote

- 01:41:36 The substitute motion passed on an unanimous voice vote.

Motion

- 01:41:55 Rep. Wagoner moved to approve sections four and five (FTE budget and long range IT budget) of the draft 2020-21 Biennium OLIS budget.

Discussion on the Motion

- 01:42:19 Sen. Webb asked Mr. Gow for clarification of the overtime monies in the draft budget. The question was redirected to Ms. Fox.
- 01:44:51 Mr. Allen commented on the additional IT staff ask.
- 01:46:13 Ms. Fox commented on the current IT staff positions and additional IT staff ask.

Substitute Motion

- 01:47:26 Ms. Miller made a substitute motion to approve only section five (FTE budget) of the draft 2020-21 Biennium OLIS budget.

Vote

- 01:47:49 The substitute motion passed on an unanimous voice vote.

Motion

- 01:48:04 Rep. Wagoner moved to approve section four (long range IT budget) of the draft 2020-21 Biennium OLIS budget.

Vote

01:48:19 The motion passed on a voice vote. Ms. Miller abstained from the vote.

Council questions

01:48:45 Ms. Vroegindewey asked Mr. Gow to include Ms. Miller and herself on the decision to launch the committee management system for the 2019 Legislative Session.

PUBLIC COMMENT ON ANY MATTER WITHIN THE PLANNING COUNCIL'S JURISDICTION

None

ADJOURNMENT

01:50:20 Ms. Fox adjourned the meeting at 2:53 p.m.

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