



Legislative Branch

Computer System Planning Council

59th Montana Legislature

MEMBERSHIP

LOIS MENZIES, CHAIRPERSON
SEN. JOHN BRUEGGEMAN
SEN. BRENT CROMLEY
SEN. RICK MAEDJE

MEMBERSHIP

MARILYN MILLER
SCOTT SEACAT
CLAYTON SCHENCK
DICK CLARK

COMMITTEE STAFF

HENRY C. TRENK
DIRECTOR OLIT, LSD

March 1, 2006

MINUTES

Room 102, State Capitol
Helena, Montana

Please Note: These are summary minutes. Testimony and discussion are paraphrased and condensed. Committee tapes are on file in the offices of the Legislative Services Division. **Exhibits for this meeting are available upon request. Legislative Council policy requires a charge of 15 cents a page for copies of documents.**

COMMITTEE MEMBERS PRESENT

Rep. John Brueggeman
Senator Brent Cromley
Marilyn Miller, Chief Clerk, House of Representatives
Lois Menzies, Chairperson, Executive Director, Legislative Services Division (LSD)
Clayton Schenck, Legislative Fiscal Analyst, Legislative Fiscal Division (LFD)
Scott Seecat, Legislative Auditor, Legislative Audit Division (LAD)
Dick Clark, Chief Information Officer, Information Technology Services Division (ITSD)

MEMBERS EXCUSED

Rep. Rick Maedje

STAFF PRESENT

Hank Trenk, Director, Office of Information Technology, LSD
Steve Eller, Computer Systems Manager, Office of Legislative Information Technology, LSD
Tori Hunthausen, Deputy Legislative Auditor for IS Audits and Operations, LAD
Karen Berger, Financial Services Manager, LSD
Terry Johnson, Principal Fiscal Analyst, LFD
Jeanette Nordahl, Network Manager, Office of Legislative Information Technology, LSD
Jeff Brandt, Deputy Chief Information Officer, ITSD

WELCOME AND INTRODUCTIONS

Lois Menzies, Executive Director, LSD, called the meeting to order and invited members and staff to introduce themselves. All members were present except for Rep. Maedje, who was excused.

REVIEW OF COUNCIL'S STATUTORY ROLES AND RESPONSIBILITIES

Ms. Menzies reviewed a *Summary of Selected Statutes Related to Legislative Branch Information Technology Planning*. (EXHIBIT #1) She noted that laws governing Legislative Branch IT planning were enacted in 1989. The major responsibility of the Planning Council is to develop and maintain a Branch plan.

REVIEW AND ADOPTION OF PROPOSED PLANNING COUNCIL OPERATING GUIDELINES

Ms. Menzies reviewed the *Legislative Branch Computer System Planning Council Proposed Operating Guidelines*. (EXHIBIT #2) She noted that these proposed guidelines were identical to those adopted for last interim. The proposed guidelines were adopted by consensus for use during the current interim.

CURRENT LEGISLATIVE BRANCH IT ENVIRONMENT

Hank Trenk, Director, Office of Legislative Information Technology, LSD, reviewed the *IT Groups in the Legislature*. (EXHIBIT #3) He discussed the composition and role of the Technical Planning Group, Technical Implementation Planning Group, Web Content Organization Group, and Office of Legislative Information Technology.

Steve Eller, Computer Systems Manager, Office of Legislative Information Technology, LSD, presented the *Computer Systems Section Report*. (Exhibit #3) He reviewed the staffing and responsibilities of his section.

Mr. Trenk presented the *Network Services Section (NSS) Report*. (Exhibit #3) He reviewed the staffing and responsibilities of this section.

COMMENTS FROM DICK CLARK, CHIEF INFORMATION OFFICER, ITSD

Lois Menzies introduced **Dick Clark, Chief Information Officer, ITSD**. Mr. Clark discussed several areas of focus in his agency including implementation of the audit recommendations regarding the Montana Information Technology Act and developing an IT budget for the 2007 legislative session. As part of the Executive Planning Process, the ITSD is looking into building a data center, upgrading the network, providing for security and identify management, and potentially revising the rate structure to include a tiered approach. He mentioned that a major contract with QWest is coming due soon. Workforce development, including the ability to recruit, train, and retain a qualified staff, is another area of focus. He said that he is looking forward to entering into memoranda of understanding with the Legislative and Judicial Branches and the university system. Mr. Clark also noted that the state must manage emerging technologies such as open standards.

UPDATE ON THE STATE OF MONTANA'S IT STRATEGIC PLANNING

Mr. Clark reported that the state's strategic plan was being submitted to the governor today. He said it is a living plan, not something to be put on a shelf. The ITSD intends to report to the Information Technology Board on a regular basis regarding implementation of the plan. In

addition, agency plans are now being developed. Agencies have been asked for information about their IT workforce, use of contractors, and bandwidth needs. Mr. Clark said that after this round of agency plans are submitted, his team will be working on a plan format that encompasses the big picture regarding IT use in the agencies.

Terry Johnson asked if the Statewide Accounting, Budgeting, and Human Resources System (SABHRS) was incorporated into the strategic plan. Dick Clark said that the state would be better off if it had a long-term vision in several areas such as financial management and criminal justice. The state is on the cusp with People Soft going away and Oracle taking over. Now is the time to discuss next steps regarding SABHRS.

UPDATE ON 2005 IT LEGISLATION IMPACTING THE LEGISLATIVE BRANCH

Lois Menzies reviewed *2005 IT Legislation Impacting the Legislative Branch*. ([Exhibit #4](#))

A question was raised as to whether the provisions of the December 2005 feed bill, which provides that money appropriated in the bill that is not expended by the end of the current fiscal year reverts to the general fund, controls over the general provision in HB 28 that permits any portion of the unexpended money in the feed bill to be deposited into the reserve account created in HB 28. Ms. Menzies said that she would follow up with legal counsel on this question.

REVIEW OF LEGISLATIVE BRANCH IT BUDGET

Lois Menzies provided a summary of the 2007 biennium budget for the Legislative Branch's centralized IT services and presented a budget status report for FY06. ([EXHIBIT #5](#))

REVIEW OF MAJOR IT PROJECTS FOR FY 2007 BIENNIUM

Hank Trenk presented a Gant chart listing the Legislative Branch's major IT projects for this biennium. ([EXHIBIT #6](#))

Terry Johnson asked if the Branch's use of thin clients was successful. Mr. Trenk said that this pilot project wasn't as successful as the IT staff had wanted and that a decision was made not to change out all PCs to thin clients.

ADOPTION OF IT PURPOSE STATEMENT

Lois Menzies reviewed the current IT purpose statement for the Legislative Branch, which was initially adopted by the Planning Council in March 2002. ([EXHIBIT #7](#)) She asked whether members wanted to revise the statement. No revisions were suggested.

UPDATE ON AUDIO COMMITTEE MINUTES

Steve Eller, Computer Systems Manager, Office of Legislative Information Technology, LSD, demonstrated how to access and use audio committee minutes from the 2005 session.

Marilyn Miller, Chief Clerk, House of Representatives, described the problems encountered

in producing traditional summary minutes, noting that secretaries with the skill set needed to produce summary minutes are scarce. She explained that during the 2005 session, six House and six Senate committees produced audio minutes, which consisted of abbreviated minutes (i.e., a meeting log) and an audio recording. By using audio minutes, an accurate record of committee action was provided to the public in a timely manner. Ms. Miller said that she and Bill Lombardi, Secretary of the Senate, would be presenting a proposal to the Legislative Council to expand the use of audio minutes for the 2007 session. The number of committees involved would depend on how many meetings rooms would have sound systems installed to permit audio streaming, recording, and archiving.

Scott Seacat asked what needed to be done to implement Ms. Miller's proposal to expand the use of audio minutes. Steve Eller said that sound towers needed to be installed in Rooms 335, 350, and 317; those rooms would also need to be wired to the media center in the basement of the Capitol.

LEGISLATIVE COUNCIL ACTION ITEM: INFORMATION TECHNOLOGY

Lois Menzies said that at the Legislative Council's planning session in September 2005, members identified items to pursue during the 2005-2006 interim. Following the meeting, the Council prioritized these action items. The Council's third highest priority was to push forward with technology improvements within the Legislative Branch. The next step is for the Legislative Council to define those improvements that they would like staff to pursue. Ms. Menzies said that this Planning Council could assist in defining those improvements and asked if members had any thoughts or suggestions in this area.

Ms. Menzies noted that Rep. Maedje was interested in having committee votes available through the Legislative Automated Workflow System (LAWS). **Scott Seacat** mentioned that the availability of wireless services was important for audit staff working outside the Capitol. **Rep. Brueggeman** said that he was satisfied with the wireless service available within the Capitol during the 2005 session.

FUTURE MEETINGS, WORK PLAN, AND OTHER BUSINESS

Lois Menzies reviewed a handout describing the Branch's strategic planning timeline and tentative work plan with meeting dates. ([EXHIBIT #8](#))

Scott Seacat asked if the Planning Council intends to include a plan on expending funds from the Branch's IT reserve account. **Rep. Brueggeman** said that an appropriate project to be funded from this account is replacement of the Senate and House voting systems. **Terry Johnson** asked if the Branch's Technical Planning Group (TPG) was supposed to make recommendations regarding use of the reserve account funds. Ms. Menzies said that it would be appropriate for the TPG to make recommendations to the Planning Council.

ADJOURNMENT

The Planning Council adjourned at approximately 12:30 p.m.

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