TECHNICAL PANEL
of the
Nebraska Information Technology Commission
Tuesday, May 14, 2013, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:
Walter Weir, CIO, University of Nebraska
Christy Horn, University of Nebraska
Brenda Decker, CIO, State of Nebraska
Michael Winkle, NET

MEMBERS ABSENT:
Kirk Langer, Lincoln Public Schools

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:01 a.m. There were four members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on May 1, 2013. The agenda was posted to the NITC website on May 10, 2013. The Nebraska Open Meetings Act was posted on the south wall.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF APRIL 9, 2013 MINUTES*

Ms. Decker moved to approve the April 9, 2013 minutes as presented. Ms. Horn seconded. Roll call: Decker-Yes, Horn-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS

Voluntary Review Project - Project Closure* - Nebraska State Patrol - Law Enforcement Message Switch
Suzy Fredrickson, Tom Prevo, Dan Johnson, and Steve Carey, Nebraska State Patrol

The Nebraska State Patrol is responsible for the administration and management of the statewide law enforcement message switch. Tom Prevo is designated as the CSO responsible for the administration of the CJIS network and Steve Carey serves as the ISO responsible to coordinate information security efforts at all CJIS interface agencies.

The final report included the following lessons learned:

It's important to clearly define vendor requirements:
- o What is the definition of data migration?
  - ▪ Is it just moving data or is it also converting it to a useful format?
  - ▪ What if the information to be migrated is in a proprietary format and the former vendor isn't willing to cooperate?
  - ▪ It's critical to detail ALL information required to be migrated.
- o Define implementation and the expected timeframe.
  - ▪ It's important to define the criteria the vendor is required to meet after go-live and is expected to remain onsite until complete.

- How will unforeseen issues be addressed as they arise after implementation?

There was little incentive for the vendor to complete the project prior to the six month time frame due to contract language.
- *"The entire retainage amount will be payable upon six (6) months after successful completion of the project."*
- NSP would recommend a shorter period for final payment.
- NSP does not recommend fining a vendor for each day they are late on go-live, as this will be incentive for vendors to implement and incomplete product. Fortunately, we did not use this method on this product or this would have been the case.

There was a critical need for extensive and accurate testing.
- Testing and database searching guidelines were provided by the vendor and should have been agreed upon by the customer before proceeding.
- Since testing was based on a minimal sample dataset many issues went undetected. All users testing all data will inherently result in the discovery of new issues.
- With the exception of the Towed file, NSP will begin migrating as many HOT file data sources to the FBI as possible to avoid the need for future modifications specific to Nebraska.

Agencies need to take into consideration the impact of switching vendors after 15+ years have been spent customizing a proprietary system.
- We will continue to persuade locals to become compliant with federal standards to eliminate the need for future customization. (OFML)

The panel members were given an opportunity to ask questions. The panel advised the project to speak to their legal counsel regarding payment of the retainage fee. The vendor should be obligated to fix the issues before receiving final payment.

It was agreed to table closure of the project until there is a resolution to the vendor's final payment and completion of work.

Other Project Reviews - Nebraska State Patrol - AFIS Upgrade
Suzy Fredrickson, and others, Nebraska State Patrol

The current automated finger print identification system was last updated in 2006. The State Patrol has used the same vendor since 1995. The upgrade is expected to begin in June and be completed by November 2013.

It was recommended to designate this as voluntary reporting project. The panel requested that the project include an implementation plan with milestone dates. When the contract is signed, the vendor will be submitting their project plan as well to review and discuss.

Project Status [Dashboard](#)
Andy Weekly

Per the NITC's request, project budget and costs information has been included. The Nebraska Statewide Radio System did not provide a report for May. There may be missed target dates for the Nebraska Regional Interoperability Network.

Panel members requested a follow-up report from the Nebraska State Accountability (NeSA) project regarding accessibility compliance.

Members also requested a clarification on the estimated expenditure to date on the LINK-Procurement project. The report indicates over $1 million has been expended, but the project is still in the "design and architect stage."

WORK GROUP UPDATES (as needed)

There were no updates.

OTHER BUSINESS

Ms. Decker invited members to the annual Cyber Security Conference on June 4th.

Ms. Decker moved to adjourn. Ms. Horn seconded. All were in favor. Motion carried.

The next meeting of the NITC Technical Panel will be held at 9 a.m. on June 11, 2013 at Varner Hall.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO.