

**State Government Council
of the
Nebraska Information Technology Commission**

Thursday, October 9, 2008, 1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT

Brenda Decker, Chief Information Officer, Chair
Bob Beecham, NDE Support Services
Doni Peterson, Department of Administrative Services
Glenn Morton, Workers' Compensation Court
Tom Conroy, OCIO-Enterprise Computing Services
Pat Flanagan, Private Sector
Dorest Harvey, Private Sector
Josh Daws, Secretary of State's Office
Bill Miller, State Court Administrator's Office
Jeanette Lee, Department of Banking
Mike Overton, Crime Commission
Rex Gittins, Department of Natural Resources
Jayne Scofield, OCIO-Network Services
Len Sloup, Department of Revenue
Gerry Oligmueller, Budget Office
Jim Ohmberger, Health and Human Services
Joe Kellner, Department of Roads
Robin Spindler, Department of Correctional Services

MEMBERS ABSENT: Dennis Burling, Department of Environmental Quality; Mike Calvert, Legislative Fiscal Office; Lauren Hill, Governor's Policy Research Office; Cathy Lang, Department of Labor; Beverly Neth, Department of Motor Vehicles; Terry Pell, State Patrol; and Rod Wagner, Library Commission.

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were 16 voting 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 October 1, 2008. The agenda posted to the NITC website on October 3, 2008. A copy of the Open Meetings Act was located on the back table.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES* - August 14, 2008

Mr. Conroy moved to approve the [August 14, 2008](#) minutes as presented. Mr. Harvey seconded. Roll call voted: Overton-Not Voting, Peterson-Yes, Conroy-Yes, Decker-Yes, Sloup-Yes, Flanagan-Yes, Daws-Yes, Gittins-Yes, Harvey-Yes, Lee-Yes, Morton-Yes, Ohmberger-Yes, Scofield-Yes, Spindler-Yes, Miller-Yes, and Kellner-Yes. Results: Yes-15, No-0, Not Voting-1. Motion carried.

Mr. Beecham arrived at the meeting.

STANDARDS AND GUIDELINES - RECOMMENDATION TO THE TECHNICAL PANEL AND THE NITC*

[NITC 1-203: Project Status Reporting](#)

[NITC 1-205: Enterprise Projects](#)

Members discussed the draft documents. The documents are currently out for the 30-day comment period. One comment has been received in support of NITC 1-205.

Mr. Harvey moved to recommend approval of [NITC 1-203: Project Status Reporting](#) and [NITC 1-205: Enterprise Projects](#). Mr. Miller seconded. Roll call vote: Beecham-Yes, Overton-Yes, Peterson-Yes, Conroy-Yes, Decker-Yes, Sloup-Yes, Flanagan-Yes, Daws-Yes, Gittins-Yes, Harvey-Yes, Lee-Yes, Morton-Yes, Ohmberger-Yes, Scofield-Yes, Spindler-Yes, Miller-Yes, and Kellner-Yes. Results: Yes-13, No-0, Abstain-1. Motion carried.

Mr. Oligmueller arrived at the meeting.

PROJECT PROPOSALS - FY2009-2011 BIENNIAL BUDGET - RECOMMENDATION TO THE NITC* [NITC Tiers](#)

[Project summary sheets](#) (meeting document - 29 pages)

[Full text of the projects](#) (additional information - 94 pages)

Ms. Decker stated meeting material contained the project documents for 11 IT project proposals submitted as part of the biennial budget. The projects have been reviewed and scored. The scores provide information about the project but are not the end of the review. A high score does not mean the project should be given a high ranking nor does a low score mean a project should not be recommended. A low score may indicate that there are risks associated with a project, or that the project may be one that the NITC wants to designate for project monitoring.

As we have in the past, the Council is responsible for reviewing and making recommendations to the NITC on the project prioritization. The NITC utilizes a set of tiers to make their recommendations to the Governor and Legislature. Having reviewed all of the projects, staff does not believe any of the projects qualify for the "Mandate" category, nor do we believe any of the projects are so lacking information that they belong in "Tier 4."

The following individuals were available to discuss their agency projects: Secretary of State – Josh Daws; Department of Banking – Jeanette Lee; Department of Roads – Joe Kellner; Workers' Compensation Court – Randy Ceele and Glenn Morton; and Administrative Services – Doni Peterson, Dovi Mueller, and Cindy DeCoster.

Members review each of the project proposals in detail.

Tom Conroy and Jim Ohmberger left the meeting.

Mr. Becker state that projects 27-01 and 27-02 were funded for FY2009 and would not require action in the upcoming biennial budget; therefore, members did not need to rate these projects. Project 27-03 is also funded for FY2009, but may carry over to FY2010 and would need budget approval, so this project should be rated.

Members discussed different options for assigning tiers to each project. Mr. Flanagan suggested that the members, having heard the discussion and reviewed the materials, each email their recommendations to Mr. Becker after the meeting. There were no objections. Members were asked to send their recommendations by the end of next week. Mr. Becker will compile the scores and report the average score for each project as the council's recommendation to the NITC.

<POST MEETING INFORMATION>

The results of the email voting were as follows:

Project #	Agency	Project Title	Tier
09-01	Secretary of State	Election Night Reporting System	2.3
09-02	Secretary of State	NECVRS Hardware Replacement	2.0
09-03	Secretary of State	Enterprise Content Management System	1.7
19-01	Department of Banking	FACTS Migration	1.7
23-01	Department of Labor	Integration of Workforce Development Applications	2.3
27-01	Department of Roads	Human Resources Document Management System	Not rated
27-02	Department of Roads	Bridge Management System	Not rated
27-03	Department of Roads	Accident Records System Rewrite	2.4
37-01	Workers' Compensation Court	Courtroom Technology	1.6
47-01	NET	Public Media Project - Phase 2	1.9
65-01	Administrative Services	Human Resources Talent	1.1

<END OF POST MEETING INFORMATION>

SHARED SERVICES

Consider new shared services work group for Document Management

Ms. Decker stated that "Document Management" is another area where a collaborative effort could assist in making decisions on a potential shared service. Mr. Conroy and Ms. Bornemeier will co-chair a new Document Management Shared Services Work Group. Kevin Keller, who has worked with a number of agencies reviewing their needs, will also be involved. An initial meeting of the group will be scheduled, and an email invitation will be sent to the members and alternates.

OTHER BUSINESS

Mr. Hartman reminded members that pursuant to the Data Security Standard (NITC 8-102), by October 31, agencies are required to submit a letter signed by the agency director indicating that an inventory of agency data has been performed, the data classified, and appropriate safeguards to protect the data have been taken. The form that needs to be submitted is attached to the standard. If any agency needs assistance, contact Mr. Hartman.

AGENCY REPORTS

There were no agency reports.

NEXT MEETING DATE AND ADJOURNMENT

The next regularly scheduled meeting of the State Government Council is November 13, 2008 at 1:30 p.m. The location will be announced at a later date.

Mr. Miller moved to adjourn. Mr. Harvey seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 3:09 p.m.

Meeting minutes were taken by Rick Becker of the Office of the CIO/NITC.