Legislative Branch
Computer System Planning Council

58th Montana Legislature

February 12, 2004   **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
Lois Menzies, Presiding Officer, Executive Director, Legislative Services Division (LSD)
Marilyn Miller, Chief Clerk, House of Representatives
Chuckie Cramer, Senate Sergeant-at-Arms
Scott Seacat, Legislative Auditor, Legislative Audit Division (LAD)
Clayton Schenck, Legislative Fiscal Analyst, Legislative Fiscal Division (LFD)
Jeff Brandt, Deputy Chief Information Officer, Information Technology Services Division (ITSD)

MEMBERS EXCUSED

Rosana Skelton, Secretary of the Senate

STAFF PRESENT

Hank Trenk, Director, Office of Legislative Information Technology, LSD
Jeanette Nordahl, Network Manager, Office of Legislative Information Technology, LSD
Steve Eller, Applications Development 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
Kyle Hilmer, Chief, Policy and Planning Bureau, ITSD

CALL TO ORDER 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 Rosana Skelton who was excused. There were no additions to the agenda. (EXHIBIT #1)

REVIEW OF COUNCIL'S STATUTORY ROLES AND RESPONSIBILITIES

Ms. Menzies reviewed a *Summary of Selected Statutes Related to Legislative Branch Information Technology Planning.* (EXHIBIT #2) She noted that coordination within the

Legislative Branch and with the Executive Branch, continual review of applications and systems, and development of standards were major statutory themes.

REVIEW AND ADOPTION OF PROPOSED PLANNING COUNCIL OPERATING GUIDELINES

Ms. Menzies reviewed the *Legislative Branch Computer System Planning Council Proposed Operating Guidelines*. (EXHIBIT #3) 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 #4) 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, Applications Development Manager, Office of Legislative Information Technology, LSD, presented the *Applications Development Section Report*. (Exhibit #5) He reviewed the staffing and responsibilities of his section.

Jeanette Nordahl, Network Manager, Office of Legislative Information Technology, LSD, presented the *Network Services Section (NSS) Report*. (Exhibit #6) She also reviewed the staffing and responsibilities of her section.

Members discussed how state personal computers are provided to legislators during the session. **Chuckie Cramer, Senate Sergeant-at-Arms**, noted that the legislators' need for Internet services will continue to grow. **Marilyn Miller, Chief Clerk, House of Representatives**, said that space is the biggest problem in placing computers because most House members do not have offices. **Rep. Brueggeman** said that legislators need a high-speed Internet connection within the Capitol. Mr. Trenk commented that attaching computers owned by legislators to the state network makes the network vulnerable to virus attacks and other security risks. Rep. Brueggeman suggested that perhaps DSL services could be provided. **Jeff Brandt, Deputy Chief Information Officer, ITSD**, said that the ITSD has been a long-term supporter of providing greater access to legislators; however, the division is getting tougher on security issues. He said that interested parties need to work through the issues. Mr. Trenk said that he would work with the ITSD to determine how much it would cost to provide DSL services to legislators.

UPDATE ON STATE IT STRATEGIC PLANNING

Kyle Hilmer, Chief, Policy and Planning Bureau, ITSD, delivered a presentation on the *State Strategic Plan for IT -- FY 2006 - 2007*. (EXHIBIT #7) He discussed the contents of the strategic plan, the state's IT vision or "roadmap for the future", guiding principles, strategic plan goals, and strategic initiatives.

In regards to the state's IT vision, **Terry Johnson, Principal Fiscal Analyst, LFD**, noted that

legislators are often frustrated when they do not see savings as a result of implementing IT projects that result in more efficient operations; this is because agencies use the savings in some other way, such as providing additional services. Mr. Brandt acknowledged that this situation does occur; however, the strategic plan is not designed to measure or deal with these types of savings. **Clayton Schenck, Legislative Fiscal Analyst, LFD**, said that agencies ought to compare their operations before IT implementation to the efficiency savings resulting from IT implementation and present this information to the Legislature. He also noted that the Legislative Finance Committee reviews the state's IT policies and strategic plan.

REVIEW OF LEGISLATIVE BRANCH IT BUDGET

Lois Menzies provided a high-level summary of the Legislative Branch's centralized IT budget for the 2005 biennium and a status report on FY04 expenditures. (EXHIBIT #8) Hank Trenk discussed how the Branch allocated reductions made by the 2003 Legislature to the centralized budget, including converting contracted services into FTE, delaying computer replacement, installing thin clients, and reducing contracted services in the area of interfaces to enterprise systems.

REVIEW OF MAJOR IT PROJECTS FOR FY 2005 BIENNIUM

Hank Trenk reviewed the major computer projects for the Branch for this biennium. (EXHIBIT #9)

REVIEW, REVISION, AND ADOPTION OF IT PURPOSE STATEMENT

Ms. Menzies noted that the Council had devoted time at its organizational meeting in January 2002 to define the purpose that IT should serve within the Legislative Branch. (EXHIBIT #10) She asked if the Council felt a need to refine or otherwise amend the statement. No changes were offered, and the statement was adopted for the interim.

UPDATE ON 2005 AUDIO MINUTES PROJECT

Marilyn Miller noted that it is becoming increasing more difficult to hire secretaries with the necessary skill set to produce written summary minutes for session standing committees. She described a pilot project that will produce audio minutes for 12 Senate and House standing committees during the 2005 legislative session. This project will also audio stream the committee meetings via the Internet providing greater public access to legislative proceedings. She noted that the project was approved by the Legislative Council.

SURVEY OF LEGISLATORS' COMPUTING NEEDS

Hank Trenk told the Council that he and Lois Menzies are gathering information for Rep. Lake, who serves on the Electronic Government Advisory Council, on a paperless legislature. They are compiling information from four states.

Ms. Menzies reviewed selected results of a survey of legislators conducted during the 2003 session. (EXHIBIT # 11) She noted that 95% of the respondents rated favorably the availability of computer technology for their own use. All respondents rated favorably the Legislative Branch

website and the LAWS.

She reminded members that the Council last interim had recommended forming a working group consisting of some members from the Legislative Audit Committee, Legislative Finance Committee, and Legislative Council plus legislative staff to define the computing needs of the Legislature. Because interim committee budgets were reduced by the 2003 Legislature, the division directors did not proceed with this recommendation. Instead, the directors agreed that it would be useful to conduct a survey on legislator computer use similar to the surveys conducted in 1992 and 1996. (EXHIBIT #12) Council members expressed no objection in conducting the survey.

FUTURE MEETINGS, WORK PLAN, AND OTHER BUSINESS

Ms. Menzies reviewed a *Strategic Planning Timeline* (EXHIBIT #13) and a tentative Council work plan (EXHIBIT #14). She noted that the work plan is very similar to the one implemented last interim.

ADJOURNMENT

The meeting adjourned at 11:15 a.m.