

DRAFT
State of Rhode Island and Providence Plantations
INFORMATION RESOURCES MANAGEMENT BOARD
Meeting Report
September 23, 2004

Member	Affiliation	Attended	
		Yes	No
Thomas B. Collins (Chair)	DoIT-RI Department of Administration	X	
Stephen Alves	RI Senate		X
Alice Barrows	Library Board of Rhode Island	X	
Judy Cozine	RI Department of Labor and Training		X
Maggie Dziadkiewicz	Office of Higher Education	X	
Ed Giroux	RI Department of Elementary and Secondary Education	X	
Michael Hogan	RI House of Representatives—Policy Office	X	
Nicholas Leporacci	RI Department of Mental Health, Retardation and Hospitals	X	
Janet Levesque	RI League of Cities and Towns		X
Raymond McKay	City of Warwick	X	
Dexter Merry	Public Telecommunications Authority	X	
James R. Monti, Jr.	West Warwick School District		X
Thomas Mullaney	Budget Office—Department of Administration	X	
James Willis	Secretary of State's Office		X
Chris Wessells	University of Rhode Island	X	
A.T. Wall	RI Department of Corrections	X	
Don Wolfe	Member-at-Large		X
William Wray	Citizens Financial Group		X
Other Attendees	Affiliation		
Steve Beaucheman	DoIT-RI Department of Administration		
Jim Berard	RI Department of Corrections		
Howard Boksenbaum	DoIT-RI Department of Administration		
Sheila Carlson	OLIS—Library Programs		
Carol Ciotola	DoIT-RI Department of Administration		
Joan Gammon	RI.gov		
Matt Heideman	TEK Systems		
Sally Johnson	Governor's Fiscal Fitness Program		
Karen Mellor	OLIS—Library Programs		
Gwenn Stearn	Secretary of State's Office—Archives		
Mark Treat	Governor's Fiscal Fitness Program		
Thomas Viall	RI.gov		

Action Items—None

Motions Approved—

- The July 22, 2004, Meeting Report was approved as presented.
- The Policy Development Procedures were adopted.
- The Computer Use Policy, with amendments, was adopted.
- The E-mail and Internet Use Policies with the same amendments as provided for in the Computer Use Policy were adopted.
- The Technical Resource Use Policy was rescinded.
- The RIHEAA Online Credit Card Authorization System Application was approved.
- The RI DBR Lender/Broker Annual Report Filing Application was approved.

Chair's Report—T. Collins: (1) Reported on the NASCIO conference that he attended in September. (2) Distributed and reviewed DoIT's Organizational Announcement. (3) Commented on the financial systems steering committee, chaired by Jerry Williams, that focuses on short-term activities to solve problems and improve financial systems. A series of five Oracle presentations are in the process of being held to review each of the financial modules, to attain a common level of understanding, so that the steering committee can discuss next steps.

Approval of the July 22, 2004, Meeting Report—After a brief review of these minutes, C. Wessells moved to:

Approve the July 22, 2004, Meeting Report as presented.

A. Barrows seconded the motion, and it was unanimously approved.

IT Usage Policies: Request for Approval—S. Johnson distributed and reviewed the Policy Development Procedures, as well as draft policies on Computer, E-mail and Internet usage. She also distributed a document that explains the policy elements.

E. Giroux moved to:

Adopt the Policy Development Procedures.

C. Wessells seconded the motion, and it was unanimously approved.

C. Wessells moved to:

Adopt the Computer Use Policy.

E. Giroux seconded the motion.

- E. Giroux requested and received clarification that as a part-time elected official (Councilman), it is the intent of this Board to allow him to use a state computer and e-mail to conduct state business or town business in his capacity as Councilman, including e-mailing his Town Manager. J. Johnson concurred, explaining that state law does not prohibit this use. She stressed, however, that it would not permit the promotion of political ideology.
- C. Wessells noted that an academic research environment encompasses diverse users with diverse needs. Students living on campus, for example, would require more latitude and would be able to use computer labs in a broader way. URI has controls and measures in place to deal with copyright infringement and would need to have more flexibility for use than is specified in this policy. In order to remain competitive with other universities, he cited the need to keep the current academic environment in place. He moved to:

Amend the Computer Use Policy as follows: First sentence under "Applicability" to state, "This policy applies to all state employees, interns, contractors and all other users of state computers and computer systems, except for the state colleges and universities."

D. Merry seconded this motion to amend.

He also moved to:

Amend the "Exemptions" section of this policy to state, "The Colleges and Universities are bound by the policies adopted by the Board of Higher Education (URI Policies—<http://www.uri.edu/ois/gen/policies.html>)."

D. Merry seconded this motion to amend.

- A.T. Wall asked if this amendment had been discussed and agreed upon by all parties. T. Collins stated that this amendment resulted from the policy review process.

The amendments were approved unanimously.

A.T. Wall moved to:

Amend the “Exemptions” section of this policy to state, “The Department of Corrections does not allow for any personal use of computers (DOC e-mail to: policy@doc.ri.gov).”

T. Mullaney seconded this motion to amend.

- T. Collins voiced his support for this amendment.
- D. Merry agreed that directors should have the ability to impose stricter policies if they feel it is necessary.

The amendment was unanimously approved.

The motion to adopt the Computer Use Policy as amended was approved unanimously.

C. Wessells moved to:

Adopt the E-mail and Internet Use policies with the same amendments as provided for in the Computer Use Policy.

A.T. Wall seconded the motion. It was clarified that this policy would not prevent an elected official from using Internet or e-mail access as part of his/her responsibilities.

The motion was unanimously approved.

C. Wessells moved to:

Rescind the Technical Resource Use Policy.

E. Giroux seconded the motion, and it was unanimously approved.

As a point of clarification, T. Collins noted that these policies were circulated to all state unions. Two written responses were received, from NEARI and SEIU (copies distributed). Executive counsel within the Department of Administration responded to the union representatives (copies distributed), asking that they place their specific issues in writing. The concerns of the unions presented to date do not affect adoption of these policies. Their concerns focus on their opinions that these draft policies require decisional bargaining. He clarified that these policies are outside of the bargaining unit. S. Johnson stated that other policies that were earlier adopted by this Board will also be placed on the DoIT web site, but will first need to be reformatted.

DoIT Web Site Presentation—S. Johnson thanked T. Viall, S. Beaucheman, D. Chapman and K. Mellor for the superb job that they did in constructing this web site. She then reviewed the web site via an Internet demonstration: www.DoIT.ri.gov. She also spoke about the monthly IT newsletter that will be published and asked that she be contacted by anyone with ideas for content. T. Collins congratulated S. Johnson for “Doing it Right.”

Updates: IT Architecture Team/Web Data Sharing Committee—C. Cyr reported on the following: (1) Content Management—Research conducted with agencies as to their needs showed that 80 percent of their documents could be electronically stored. A Letter of Intent was issued to request selection of software for a common investment statewide. Companies could then provide services around that software using their expertise and experience. Nineteen responses were received. From those responses, five software suppliers were chosen to be further evaluated by a committee of 16 members that represent both IT and business functions. Presentations will be scheduled, and a final decision on a software company to develop software procedures will be made by the end of this calendar year. The

vendor will be asked to perform this work for one of the State's projects. By working together with agencies, funding assurances can be made to purchase this software; and by sharing in the cost, it will be less expensive for any given agency making an investment.

- C. Wessells asked who the leading vendor was in content management. C. Cyr replied that both Filenet and IBM were the leaders, with a big gap between them and others.
- A.T. Wall asked if a survey of agencies had been done to determine where imaging is needed or in development. C. Cyr replied that an informal survey had been conducted. At several meetings last November, all agencies were invited to present lists of projects with needs for document management—29 different needs emerged.

(2) IT infrastructure—Storage Area Networks (SAN) are a common way to store and manage data using multiple computers. Over time the State plans to consolidate management data centers from the current amount (ten to twelve) to two to three. Each data center will have SAN capabilities that would automatically back up the other data centers. This would allow for more efficient management and would reduce costs. (3) Web Data Sharing—J. Gammon reported that with respect to the Rhode Island e-Government Exchange Portal (REX), the RI.gov portal won fourth place in the Government-to-Government category of the Center for Digital Government's Achievement Awards. She then explained how this web service is used to access information via the Internet in order to share information between state government and municipalities. Cyr added that this process takes advantage of Real Simple Syndication (RSS) to automatically share information from browsers to web sites.

Portal Review Committee (PRC) Report—Two applications were presented for approval:

Rhode Island Higher Education Assistance Authority (RIHEAA) Online Credit Card Authorization System Application—J. Gammon distributed and briefly reviewed the scope document, as well as RIHEAA's August 25, 2004, Board Meeting Minutes. She explained that the Portal Review Committee required RIHEAA's Board of Directors to document its acceptance of credit card payments on defaulted student loans. This was documented in the Boards' Minutes. She also reviewed the convenience fee involved. C. Wessells moved to:

Approve the RIHEAA Online Credit Card Authorization System.

M. Hogan seconded the motion, and it was unanimously approved.

Rhode Island Department of Business Regulation (RI DBR) Lender/Broker Annual Report Filing Application—H. Boksenbaum distributed and briefly reviewed the scope document, and T. Viall cited several examples to show how the process would work. A. Barrows moved to:

Approve the RI DBR Lender/Broker Annual Report Filing Application.

M. Hogan seconded the motion, and it was unanimously approved.

T. Collins referred members to the PRC's General Manager's Report, which was distributed for their information and review.

Fiscal Fitness Program IT Activities—M. Treat reported on the following: (1) The second phase of the IT reorganization through the Executive Branch is in process for all nonunion staff to report to DoIT. (2) There are a number of projects focused on server and e-mail consolidations, many of which J. Berard is managing. (3) The MPA 230 process, which provides for the hiring of IT personnel on a contract basis, is now live. There are 60-plus vendors qualified to do business with the state. Fixed-price bids and not-to-exceed bids are included in this process. Competitive procurement is also provided through rapid mini-bids. At some point in the future, the plan is to automate this process.

- C. Wessells expressed his support for the process and encouraged automating it as quickly as possible.
- A. Barrows asked if legislative changes were necessary to implement this approval process. M. Treat responded that none were necessary.
- A.T. Wall asked if those involved in the procurement arena had been apprised of the new process. M. Treat stated that all had been notified. S. Johnson added that information about the new process had also been included in the *DoIT Newsletter*.
- A. Barrows asked if municipalities could participate in this new process. M. Treat explained that municipalities could use this process; but it has been his experience that most cities and towns use their own approval processes. They are also welcome to work with the State on the mini-bid process. T. Collins noted that almost all state procurement processes are open to municipalities.

Communications Working Group (CWG) Report—H. Boksenbaum reported on the following: (1) With respect to the RITERN ready alert system for dispatchers, radios have been installed in two-thirds of all hospitals; all remaining hospitals should be equipped by the end of the month. Once complete, there will be a 24/7 interconnect among all dispatch centers for police, fire, emergency rooms and ambulances. (2) A pre-bid conference took place on an RFP issued two weeks ago for a comprehensive study of telecommunications throughout the State of Rhode Island for purposes of emergency management and homeland security, as well as for everyday use. He praised David Johnston, the consultant working with him, for his excellent work. (3) Regarding RINET-Muni, the Center for Disease Control required the beginnings of a health alert network. RINET was broadened to build a parallel network inclusive of all municipalities. (4) Last June, Homeland security offered \$9 million to states for IT projects in homeland and boat security. A consortium including: the Emergency Management Agency, Department of Environmental Management, the Economic Development Corporation and State Police developed a proposal to create a one-place message network along the coast of the Bay, and to install sensory devices on about twenty-five to thirty boats throughout the Bay to assist with communications among all port authorities in Rhode Island and DEM for interoperability with land communications.

- T. Collins asked about the lead agency. H. Boksenbaum named DEM as having jurisdiction over waters. EMA is the recipient of the funds, and the State must supply operating monies once grant funds are depleted.

Old Business—None

New Business—J. Gammon reported that the Lieutenant Governor is sponsoring “Operation Holiday Cheer,” which will enable soldiers in the Rhode Island military serving overseas to receive gift packages. In this regard, the Lt. Governor asked RI.gov to develop an interactive web site for providing and receiving information. RI.gov developed this site, and the “kickoff” of “Operation Holiday Cheer” occurred earlier in the day. The URL is LtGov.ri.gov/OHC. (CK)

Next Meeting—Thursday, October 21, 2004, at 3 p.m. in Conference Room “C” (2d floor) of the Department of Administration Building.

Adjournment—C. Wessells moved to:

Adjourn the meeting.

M. Hogan seconded the motion, and it passed unanimously. T. Collins adjourned the meeting at 4:40 p.m.