

DRAFT
State of Rhode Island and Providence Plantations
INFORMATION RESOURCES MANAGEMENT BOARD
Meeting Report
November 18, 2004

Member	Affiliation	Attended	
		Yes	No
Thomas B. Collins (Chair)	DoIT-RI Department of Administration	X	
Ellen Alexander	RI Department of Corrections	X	
Stephen Alves	RI Senate		X
Alice Barrows	Library Board of Rhode Island	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-RI Department of Administration		X
Phil Silva	For Department of Labor and Training		X
James Willis	Secretary of State's Office	X	
Chris Wessells	University of Rhode Island		X
Don Wolfe	Member-at-Large	X	
William Wray	Citizens Financial Group		X
Other Attendees	Affiliation		
Jim Berard	DoIT-RI Department of Administration		
Howard Boksenbaum	DoIT-RI Department of Administration		
Carol Ciotola	DoIT-RI Department of Administration		
Chip Cyr	DoIT—IT Architecture		
Frank Gonzalez	DoIT-RI Department of Administration		
Joan Gammon	RI.gov		
Karen Mellor	OLIS—Library Programs, RI Department of Administration		
Thomas Viall	RI.gov		

Action Items—

- Those with suggestions for the Monthly IT Newsletter will provide this information to C. Ciotola.
- H. Boksenbaum will identify a contact to request guidance about making public, online, the information that employers must provide to DLT, as required by state law regarding chemicals used at their respective companies.
- J. Alba, RI.gov, will contact J. Berard to explain how RI.gov proposes to mirror DLT's data base.
- H. Boksenbaum will ask the Portal Review Committee to reconsider the use of a lottery to select a user member for its membership and to prepare alternative recommendations for presentation to the Board.
- T. Collins will mail out a survey to members to solicit feedback on the Board's meeting schedule for 2005.

Motions Approved—

- The September 23 and October 21 Meeting Reports were approved.
- DLT's Right-to-Know Online Filing—Functional Requirements Specifications application was accepted in order for RI.gov to move forward as stated, provided RI.gov only concern itself with data collection and not with provision of data through the portal.
- Approval was granted for the Portal Review Committee to expand its efforts to seek at least nine, and no more than fifteen, members in accordance with the recommendations presented at the November 18 meeting.

Chair's Report—T. Collins asked that anyone with suggestions for the Monthly IT Newsletter to please submit them to C. Ciotola.

Approval of the September 23/October 21, 2004, Meeting Reports—The September 23 meeting report was distributed and accepted at the October 21, but not approved due to the lack of a quorum. The October 21 meeting report was distributed for review. D. Wolfe moved to:

Approve the September 23 and October 21, 2004, Meeting Reports.

R. McKay seconded the motion, which was unanimously approved.

Updates: IT Architecture Team/Web Data Sharing Committee—With respect to IT architecture, C. Cyr described projects from E-911, the Secretary of State's Office and DOT that have been launched in the area of standardizing and validating addresses. He will work with these agencies to set the addresses up on a strategic data base that would be shared through web services by various agencies and municipalities. J. Berard named DOC's home confinement application as a project that could also benefit from this effort. Another area with respect to the strategic data base is the web data sharing project. Discussed at the Web Data Sharing Committee meeting earlier in the day was the plan to enter information RSS-wise that is associated with organizational entities within the state and other governance boards at the state and municipal levels. J. Willis has been compiling this information, and there is an opportunity to provide this information through a strategic data base.

At this point J. Gammon stated that she had traveled to New York City on October 21 to accept the Best of the Web Digital Government Achievement Award for Rhode Island from the Center for Digital Government. The award was won for Rhode Island's REX portal and Data Share initiative. She then presented the award to the Chair.

Portal Review Committee (PRC) Report—H. Boksenbaum reported that: (1) The Portal Review Committee recommended approval of DLT's Right-to-Know Online Filing—Functional Requirements Specifications. The Overview was distributed and reviewed.

- A. Barrows stated that there are probably substantial burdens already placed on companies to protect these chemicals but asked if any safeguards were in place with respect to the publishing of this information online, since it could be a target for terrorist. T. Viall will discuss this matter with DLT before placing any information on the web. J. Gammon noted that State law requires this information to be provided. She suggested that this application be set forth in such a way that those requesting this information would need to formally request it on the web, thereby, creating a request log.
- T. Collins asked for the contact person or agency that could advise the Board about making this information public. H. Boksenbaum will check into this and advise.
- D. Wolfe noted that security based on secrecy generally fails.
- From a functionality point of view, J. Berard asked how RI.gov proposed to mirror DLT's data base. T. Viall explained that RI.gov has a connection to the DLT server. In an effort to protect the security of the connection details, he will ask J. Alba of his staff to call him with respect to this information.

J. Gammon presented the level of security intended by DLT for this application. Notices would be sent that would include unique identifiers for businesses, so that they could respond online if desired.

- D. Wolfe emphasized that the State's intent was to make this information available to the employees of companies that deal with certain chemicals as outlined in the review document. He then moved to:

Propose that DLT's Right-to-Know Online Filing—Functional Requirements Specifications application be accepted in order for RI.gov to move forward as stated, provided RI.gov only concern itself with data collection and not with provision of data through the portal.

M. Hogan seconded the motion, which passed unanimously.

(2) H. Boksenbaum distributed and reviewed his Proposal for Expansion of the Portal Review Committee. The PRC reviewed an earlier version; based on their comments, a revised version was presented to the Board. Since authority comes from the Board, once it approves this proposal, members will be asked to consider recommended candidates for appointments. T. Collins noted that at the present time the PRC is not broadly represented. The Committee is looking to determine the best direction for the portal.

D. Wolfe moved to:

Direct the Portal Review Committee to expand its efforts to seek at least nine, and no more than fifteen, members in accordance with the recommendations presented at the November 18 meeting.

J. Levesque seconded the motion.

H. Boksenbaum stated that he would return to this Board for consideration of recommended candidates to serve on this Committee.

- D. Wolfe was opposed to using a lottery approach in Recommendation 14 to solicit a user-member. Instead, he suggested an application process. T. Collins asked that the question of using a lottery be reconsidered by the PRC and that it present alternative recommendations.

The motion was unanimously approved.

J. Gammon distributed and briefly reviewed the General Manager's Report. The following highlights were presented:

- Dan Chapman joined the RI.gov staff recently as its Creative Services Project Manager.
- RI.gov is reviewing the RI.gov portal, assessing all aspects, in order to launch a new and improved version of it. RI.gov staff will present ideas and demonstrate proposed portal changes to the Board for input prior to its re-launch.

Fiscal Fitness Program IT Activities—A report on these activities will be presented at the Board's next meeting, in December.

Communications Working Group (CWG) Report—H. Boksenbaum reported that: (1) The RITERN system will be completed soon. Currently, there are 97 facilities that are able to communicate with each other using these radios.

- T. Collins asked if there have been discussions with neighboring states regarding cross communications. H. Boksenbaum noted that there has been interaction with the states of Massachusetts and Connecticut regarding 800MHz radio communications. Though communications with these states are hindered due to FCC rulings, the City of Providence, the State Police and the Washington County Project are working to achieve interoperability.

(2) The Washington County Project has an agreement in place, in principal, to provide interoperable radios but, as yet, does not have a signed contract with Motorola. He cited the need to contact the FCC to talk about rearranging frequencies that are going out to the state. (3) The RFP responses regarding

the bid to develop a ten-year communications plan for the State, including voice, data, broadband, video conferencing, public safety and emergency management, were unsatisfactory. The RFP has been rewritten and will be issued on November 19. (4) A contingency from New Jersey asked to be an entrepreneur for government. They built an interoperability model system in Florida that could serve as a model for Rhode Island. CWG will learn more about the model and explore how this group could be used as a conduit for additional funds for both radio and data.

Set 2005 Meeting Schedule—Members discussed the meeting scheduled for 2005; comments included:

1) The Board should continue to meet on a monthly basis, and 2) the Board should consider meeting on the first or second week of the month instead of the third. Based on these comments, T. Collins stated that he would mail out a survey sheet to solicit feedback. Discussion of alternative meeting times will be considered at the next Board meeting, in December. In the meantime, a meeting will be scheduled for the third Thursday in January. Changes to the Board's schedule may result in changes to the Portal Review Committee's scheduled as well.

News and Announcements from the Board—J. Willis announced that on December 16 there will be a significant RSS demonstration of data syndication. A highlight of the demonstration will show the City of Providence's web page, at which time someone will file a meeting notice and then refresh the page to show that with no intervention, the data would be updated.

Next Meeting—Thursday, December 23, 2004, at 3 p.m. in Conference Room "C" (2d floor) of the Department of Administration Building. Refreshments and Holiday cookies will be served to celebrate the Season.

Adjournment—A. Barrows moved to:

Adjourn the meeting.

R. McKay seconded the motion, which was unanimously approved. T. Collins adjourned the meeting at 4:00 p.m.