



Draft
State of Rhode Island and Providence Plantations
INFORMATION RESOURCES MANAGEMENT BOARD
Meeting Report
December 15, 2005

Member	Affiliation	Attended	
		Yes	No
Tracy Williams (Chair)	DoIT-RI Department of Administration	X	
Alice Barrows	Library Board of Rhode Island		X
Ed Giroux	RI Department of Elementary and Secondary Education		X
Maggie Janik	Office of Higher Education	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
Adelita Orefice	Department of Labor and Training	X	
Charles Schifino	University of Rhode Island	X	
A.T. Wall	RI Department of Corrections		X
James Willis	Secretary of State's Office		X
Don Wolfe	Member-at-Large	X	
William Wray	Citizens Financial Group		X
Other Attendees	Affiliation		
Carol Ciotola	DoIT-RI Department of Administration		
Fernando Dias	TEK Systems		
Renee Loring	RI.gov		
Gwenn Stern	Secretary of State's Office--Archives		
Tom Viall	RI.gov		

Action Items:

- **The May 19/September 15, 2005, Meeting Reports were accepted by unanimous consent; but due to the lack of a quorum, they will be presented for formal approval at the next Board meeting.**
- **The IRMB meeting schedule for 2006 was set as follows: March 16, June 15, September 21, and December 21.**

Call to Order—The Chair called the meeting to order at 3:05 p.m.

Chair's Report—Ms. Williams thanked the members for their dedicated service to the Board and wished all a Happy Holiday. She then presented on the following:

- On November 18 the Governor participated in a kickoff of the statewide implementation of the Oracle Business Suite Financial System. Chief financial officers and department directors were among the attendees.

- Dissolution of this Board will be taken under advisement during next year's Legislative Session. She will continue to meet with the IT Task Force monthly and plans to create a CIO Council. She'll keep the Board apprised of this effort.

Approval of May 19/September 15, 2005, Meeting Reports—

Director Orefice moved to:

Accept the May 19/September 15, 2005, Meeting Reports.

Mr. Wolfe seconded the motion, and they were generally accepted. Due to the lack of a quorum, however, these reports will be presented to the Board at its next meeting for formal approval.

News and Announcements—

- PeopleSoft Implementation and Oracle Financials—Mr. Schifino (URI) explained that URI uses e-procurement, the PeopleSoft version of the Oracle Financial package. URI is building data and hopes to gain access to data placed on the web by the Office of Purchases at the state level. URI is heading in the same direction as the State and hopes to migrate into the State's system within five years.
- IT Strategic Planning—Ms. Williams informed the Board that Agency IT Managers are proceeding through a five-year strategic planning process. A schedule is being prepared for implementation of Oracle models for each year. The plans will present different modules that will be used to comply with the Single Audit Report findings. In this regard, the Governor has requested that payroll services be outsourced. IT operations would be involved, because the State has an old Legacy system that is used for its complex payroll system. Outsourcing could provide valuable support to that process.

Director Orefice noted that she chairs the IT Committee for the National Association of State Work Force Agencies. At its winter meeting next month, her Agency IT Manager will accompany her to meet with CIO's or his counterparts in labor and training work. It is interesting to note that this State's IT conversations are occurring in other states as well (i.e., enterprise software, how to purchase IT, best practices, how to work with consultants for IT, IT consolidation, etc.).

- Records Retention—Gwenn Stern, State Archivist and Public Records Administrator for the Secretary of State, is working with state agencies and municipal governments on records retention schedules. A general schedule has been developed that covers any state agency and most municipalities; she is working to revise and update some sections. There is an extensive section for information management; she will present it to the Chair for review in the next week or two. Ms. Williams will also have this document reviewed by DoIT's IT Operations and Infrastructure group. The Secretary of State's IT section will be reviewed and, if necessary, revised and then sent to the Auditor General. The Secretary of State's Office would govern the disposition of e-government records. Ms. Williams also suggested having the Judiciary, Office of Higher Education and the Department of Elementary and Secondary Education review this document.

Mr. Wolfe asked if recommendations having to do with e-records were included in the draft. Ms. Stern replied that the subject of e-records is a gray area which encompasses policy. It is felt that the Secretary of State should not dictate on e-records. Mr. Wolfe pointed out that paper records differed from e-records, in that they may not be readable in the future; whereas, paper records are not affected. Tracy suggested developing one policy for all with added features.

- New Staff at RI.gov—Tom Viall introduced Renee Loring as the new Director of Marketing for RI.gov.

Tracy referred to the Monthly Portal Report, distributed for Board members' information, and commented on several e-government applications. She asked that any questions be directed to Tom.

She then remarked on hearing excellent things about NEI staff with respect to working on Fiscal Fitness priorities, integrated licensing, and several DMV projects. She noted, too, that she has included funds in the FY 2007 budget for modernizing the antiquated DMV system.

Set 2006 Meeting Schedule—Tracy presented the 2006 meeting schedule as follows:

- March 16 (3-5 p.m.)
- June 15 (3-5 p.m.)
- September 21 (3-5 p.m.)
- December 21 (3-5 p.m.)

Members in attendance unanimously agreed to this meeting schedule.

Adjournment—The Chair adjourned the meeting at 3:45 p.m.