

DRAFT
State of Rhode Island and Providence Plantations
INFORMATION RESOURCES MANAGEMENT BOARD
Meeting Report
January 20, 2005

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	
Ed Giroux	RI Department of Elementary and Secondary Education		X
Maggie Janik	Office of Higher 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	
Charlie Schifino	University of Rhode Island	X	
Phil Silva	For Department of Labor and Training		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		
James Berard	DoIT-RI Department of Administration		
Carol Ciotola	DoIT-RI Department of Administration		
Joan Gammon	RI.gov		
Connie McGreavy	RI Water Resources Board		
Karen Mellor	OLIS-Library Programs, RI Department of Administration		
Thomas Viall	RI.gov		

Motions Approved—The November 18 and December 23 Meeting Reports were approved.

Chair's Report—It being the Chair's last meeting, T. Collins stated that it had been his pleasure to work with the membership and extended his appreciation for their contributions to the Board in moving ahead with IT's agenda.

Approval of the November 18/December 23, 2004, Meeting Reports—The November 18 Meeting Report was distributed and accepted by the membership, but could not be approved at the December 23 meeting due to the lack of a quorum. At this meeting, A.T. Wall moved to:

Approve the November 18 and December 23, 2004, Meeting Reports.

T. Mullaney seconded the motion, and it was unanimously approved.

Presentation on Statewide Financial System—This item was deferred to a future meeting.

Updates: IT Architecture Team/Web Data Sharing Committee—C. Cyr provided a brief update on the implementation steps being taken to carry out the Enterprise IT Architecture, including two common Storage Area Network facilities, one at Capitol Hill and the other at the Pastore Center, with each serving as a backup for critical system data. The first phase of the implementation is for the

Department of Corrections. EMC will provide the equipment, and an RFB will be issued in order to obtain the best price from suppliers. This RFB will be issued a week from Monday. Implementation of a common platform for the state to back up and archive data for all systems and all server platforms has begun. The first phase is for the Department of Health, and an RFB will be issued by the end of January. Regarding Enterprise Content Management, the field narrowed to two candidates. An award is anticipated at the beginning March. T. Collins explained the importance of both items in terms of future direction for the state.

With respect to the Web Sharing Committee, J. Willis announced that a web data sharing application is up and running between the Secretary of State's Office and the Department of Administration. The Secretary of State's data base is being synchronized with a copy running on a Division of IT server for sharing the information on the Internet. C. Cyr cited a February 3 date for a public presentation of this tool, from 10 a.m. till Noon in DOA's Conference Room "A."

Portal Review Committee (PRC) Report—J. Gammon distributed and briefly reviewed the General Manager's Report. She also mentioned that RI.gov is preparing a "State of the Portal" report that will first be presented to the Portal Review Committee and then to this Board.

At the December meeting URI's Online RAM Account Deposits via Credit Card application was reviewed and discussed, but could not be approved due to the lack of a quorum. The Scope Document was distributed at that meeting and again at this meeting for review. R. McKay moved to:

Approve URI's Online RAM Account Deposits via Credit Card application.

J. Levesque seconded the motion, and it was unanimously approved.

Fiscal Fitness Program IT Activities—M. Treat reported on recent progress, including the prioritization of Fiscal Fitness projects, two of which will be included in the FY 2006 budget—help desk and e-mail consolidation. J. Berard presented the particulars regarding the help desk project: The first phase of a centralized help desk application will begin next week. This application will be evaluated for eight weeks, at the end of which it will be deployed within the Department of Administration. In the next fiscal year, the state will purchase Remedy, a fully loaded service desk application which will set a standard of use using Information Technology/Information Library (IT/IL) standards. Subsequent phases will then commence to deploy this application to all state agencies.

M. Treat also spoke about a project portfolio review that will begin with the Department of Administration to learn of those IT projects that are in the pipeline. Once completed, other agencies will be contacted to obtain the same type of information. Projects will be required to include a project plan, a named project manager and status reports. This assessment process should be completed by the beginning of June. A first view of DoIT projects reduced the total number of projects from 70 to 40—30 were deemed to be inactive.

Communications Working Group (CWG) Report—T. Collins reported on the re-bid for a vendor to conduct a comprehensive ten-year communications plan. RFPs were received at the end of 2004, and H. Boksenbaum is forming an evaluation team to work through those proposals in order to make an award.

News and Announcements from the Board—J. Willis expressed his gratitude to T. Collins by noting that in his 20's he didn't trust those in their 30's and so on. Then Tom Collins was appointed as the CIO, and he found in him someone he could trust. In Tom's capacity as CIO, J. Willis found him to be an invaluable mentor, and he wanted to publicly state his appreciation. T. Collins responded that he has enjoyed the cooperative efforts he experienced in working with Jim and acknowledged the good work he has done within the Secretary of State's Office.

D. Wolfe stated that he was disappointed and somewhat disenchanted with the way in which the Director of Administration treated the IRMB in deciding on her own to take the kind of action that she

did with respect to dismissing the CIO, in that she did not confer with this Board. He suggested that a letter be sent to her expressing members' dismay at her lack of attention to the Board, as well as what it could offer to her by way of assistance. He offered to draft such a letter for members' review. It was suggested that all the Board members sign the letter. T. Collins recused himself from this discussion and from voting. All other members in attendance concurred with D. Wolfe's proposal; thus, he will prepare a letter for the membership's review.

Next Meeting—Thursday, February 17, 2005, at 3 p.m. in Conference Room "B" (2d floor), DOA.

Adjournment—Before adjournment, T. Collins announced that Tracy Williams of the Courts had been chosen to be the new CIO. He continued that she has served at the Courts for about three or four years, and that he has worked with her in a number of areas and found her to be a very astute individual who runs a good program within the Courts. He noted that it is a good sign that this position was filled relatively quickly, so that IT programs do not suffer from the lack of leadership for a long period of time. He added that she would bring value and good judgment to her experience in providing leadership, and he wished her the best.

J. Levesque moved to:

Adjourn the meeting.

A. Barrows seconded the motion, and it passed unanimously. T. Collins adjourned the meeting at 3:30 p.m.