MINUTES

Technology Committee Teleconference Meeting
Tuesday, January 17, 2006
2:00 p.m. – 3:00 p.m. Eastern

I. Welcome and Introductions

Tim Blevins (Kansas), Committee Chair, called the meeting to order. The following members participated in the call:

NAME	STATE/ORGANIZATION
Richard Moon	California BOE
Joe Randall	Idaho
Steve Wilson	Idaho
Rich Jacobs	Iowa
Tim Blevins, Chair	Kansas
Kathy Krause	Michigan
Margaret Kauska	Montana
Cynthia Mastalesz	New Jersey
Blane Braunberger	North Dakota
Terry Garber	South Carolina
Gordon Smead	Tennessee
Susan Ribe, Antonio Soto	Multistate Tax Commission

II. Public Comment Period

III. Discussion of Current MTC Technology Projects

- MTC Redesign

Tim Blevins reviewed relevant events during the past two months. This committee has met several times in that period. The committee has received several documents including a website redesign proposal and a roadmap for MTC IT projects. A meeting at MTC headquarters on December 13th resulted in a new website redesign proposal from e.magination, which now includes secure communications. This committee has received a high-level outline of the proposed secure communications portion.

Mr. Blevins reported that the current goal is to get sign-off on the website proposal by end-January and begin work. He noted that the website cost estimate increased over the last proposal due to the addition of secure communications.

Mr. Wilson commented that ADA compliance has been addressed in the new proposal.

Mr. Smead asked whether anyone had spoken with e.magination's references (checked references). Mr. Blevins responded that we have not, but we can do that. He also noted that he and MTC staff have seen e.magination's work and have visited the company's offices in Baltimore. Mr. Smead volunteered to help with checking references.

Mr. Blevins noted that the website proposal is deliverables driven, meaning most costs depend on satisfactory delivery of the product. There is an approximate $26,000 labor cost prior to deliverables.

Mr. Blevins described the roadmap documents (calendar year 2006 and fiscal year 05/06) that the committee received. He explained that the documents attempt to cluster IT needs as they are related, and to provide a timeline for recent past and planned projects.

- Secure Email Platform and Document Exchange

The committee reviewed the proposal outline provided by e.magination. Mr. Blevins noted there is MTC staff training needed to maintain web/extranet content. This product will affect how some staff work.

The document titled Outline of the MTC Secure Communications Plan was reviewed and the proposal outline features short descriptions of methodology, stakeholders, regulations to be met, data to be secured, a requirements matrix, architecture, and retesting as needed over time. MTC has given e.magination some of the security requirements to be met. The requirements matrix, which will show the security requirements and how they are addressed, would be reviewed and updated as changes occur. The plan costs approximately $30,000.

Ms. Kauska made a motion to approve the e.magination estimate and project proposal, for the Website Redesign with a Content Management System as a Foundation for Secure Communications (dated Oct. 13th 2005 and revised Dec. 20, 2005) and the Outline of the MTC Secure Communications Plan (dated January 13th 2006), as written. Mr. Smead seconded the motion. There was no discussion. A voice vote showed none opposed. Mr. Moon (CA)

abstained. Mr. Moon explained he had not had a chance to completely review both proposals.

Mr. Blevins mentioned a project oversight document reviewed by this committee some time ago. The document pertains to the oversight and roles and responsibilities of MTC staffs and stakeholders as they relate to the development of a specific Information Technology project. It will be reviewed and revised as needed as MTC proceeds with project development activities.

- Audit Management Application

Mr. Blevins reported that Les Koenig and Harold Jennings (MTC audit staff) will have significant involvement with the requirements definition for a new Audit Management Application for MTC. The Technology Committee will need to work with the Audit Committee during the requirements process. Technology Committee members were sent a three-page overview of the Audit Management project.

Mr. Blevins asked states who have work paper applications to look at the requirements of those and share with the committee. The Audit Management application is to be used by MTC and states for managing multistate audits.

Mr. Wilson noted that the proposal overview recommends SharePoint. He described that product as ubiquitous and indicated it would work well for most states.

Mr. Blevins indicated the next step is to send the full proposal to this committee, which will require approval. But he noted the proposal will change as e.magination meets with the Audit Committee.

Mr. Blevins noted the many secure communications products out there and called attention to a previously distributed document. The meta document looks at Ironmail and Tumbleweed among others. He noted that Ms. Garber has offered to have a South Carolina staff talk with this committee regarding their experience with the secure communications product Tovaris. The meeting participants approved spending 30 minutes during the next teleconference for this purpose.

IV. Planning for Next Teleconference

The next in-person meeting is scheduled for March 18th in Nashville. Mr. Blevins noted the website redesign contract should be in place and work begun by then.

The committee plans two teleconferences prior to that meeting, on February 14th and 28th, to discuss audit management and secure communications in the states.

V.   Adjournment