**Minutes**

**Technology Committee Teleconference Meeting**
**Thursday, February 1, 2007**

I.     **Welcome and Introductions**

Tim Blevins, Committee Chair, called meeting to order at 2:00pm EST.  The following members participated in the call:

| Name | State/Organization |
|------|--------------------|
| Tim Blevins | Kansas |
| Steve Wilson | Idaho |
| Kathy Krause | Michigan |
| Harold Jennings | MTC |
| Greg Matson | MTC |
| Allison Kelly | MTC |

II.    **Public Comment Period**

No member of the public was present.

III.   **Approval of Minutes**

After a motion duly made and seconded, the minutes of the November 14, 2006 Teleconference were approved.

IV.    **Secure Communications Project Update Including Work on Draft Policies**

Greg Matson reported that he and Rachel Foster of e.magination had not yet had the meeting planned for earlier in January regarding the secure communications project, but had scheduled the meeting for February 9, 2007.  Because of this, major discussion on the project will be deferred until the next teleconference.

Mr. Matson did report on development of the Commission's information technology policies, noting that Antonio Soto has compiled all the draft policies thus far together.  Mr. Matson said that he and Antonio will be working through these to pare down the collected policies into a shorter, uniform document.

The Chair said that IRS appears to be moving toward complete electronic exchange of information, away from any tape exchange. This could affect MTC with respect to future exchange of information with the IRS.

The Chair reviewed the policies and process lists, and asked if the committee needed to obtain additional policies for the Commission. Mr. Matson responded that much of the needed policies are already included in the material that the committee had already pulled together, but that he would review and make sure that the policies required under IRS Publication 1075 are covered. The Chair offered to forward a copy of Kansas's Incident Response and Reporting Policy, the one policy on the list that was likely not covered in the other materials. He invited any others to circulate their state's policy on that topic as well.

## V.     Recap on Website Traffic

Mr. Matson noted that Allison Kelly has worked with e.magination on the hosting side, as well as with our staff to get site organized and populated.

Two major items still outstanding at this point are the State Contact Look Up function, and registration confirmation emails. At this time, when a user registers, they are not sent any confirmation of their approval into system.

Other outstanding items include web trends analytics, some minor work with templates.

E.magination has set up staging area to test new production updates to be sure functions are working properly before they are pushed to site; this may be holding up some of the larger outstanding items. Ms. Foster indicated to the Commission that these items should be fixed and ready to go live within two weeks. Mr. Matson will clarify will Ms. Foster whether or not the staging area will be accessible to staff for testing; at minimum, Ms. Kelly will be involved in testing production updates before they go live.

Mr. Matson reported that Ms. Kelly will be out in San Diego for March Committee Meetings to meet with each Committee and give an overview of website, and point out staff contacts for committee members. This time can also be used to further develop website content.

The Chair indicated that at the next teleconference (February 20th) there will be further discussion on outstanding items.

## VI.     Prepare Agenda for Technology Committee Meeting in San Diego, March 21st, 2007

The Chair proposed that the following topics be included on the agenda for the March meeting in San Diego:  (1) secure communications project, (2) integration

of technology policies, and (3) understand and recap website traffic. He proposed that the morning session could be focused on these issues. Then, the meeting could be utilized as a planning session for year 2007 to implement and finalize Secure Communications Plan and review budget for technology projects.

He then proposed that the afternoon session be focused on the audit management software project, and be used to conduct vendor presentations for remote auditor products, bringing in 3-4 vendors. Harold Jennings thinks it would be very productive to bring auditors to afternoon session to view vendor presentations, and said he would notify the Audit Committee of this plan.

Mr. Matson noted that MTC should get confirmation of vendor participation and notify auditors as soon as possible, as the Audit Committee Meeting is not until the following afternoon. Steve Wilson will help to arrange and manage the afternoon session with the vendors.

The Chair suggested that vendor presentations be held to 45 minutes with 10 minute Q & A session. He would like to solidify vendors by the February 20th teleconference. The four vendors that have suggested an interest at this point are: Bull Services (Eskort), e.magination, Terradata, and RSI.

Mr. Blevins clarified the product that they will be evaluating in the presentations: Software focused on the management side of the audit program which can be used by auditors and staff doing joint audits, and allows sharing of information across states and back with MTC.

**VII.        Other Items Relevant to the Work of the Technology Committee**

The Chair noted that Joe Randall has retired, and he will be missed for his work and support of the support of the Technology Committee. He suggested recognizing Mr. Randall for his work. Mr. Jennings noted that Mr. Randall was awarded a plaque recently in recognition of his work with the Audit Committee.

The Chair recommended that a letter be drafted to Mr. Randall to show appreciation for his work for the Technology Committee. Mr. Matson will start drafting this letter and pass it on to Mr. Blevins and Mr. Wilson for edits and additions.

The Chair said that the agenda for the next teleconference on February 20th, 2007, would be nearly the same as the one for this teleconference.

The Chair said a reminder should be sent to all committee members that hotel arrangements for March meetings in San Diego need to be finalized by February 19th.

## VIII.      Adjournment

The committee adjourned at 2:50 pm EST.

The next Technology Committee Teleconference will be on Thursday, February 20th, 2007, at 2 pm EST.