



## Minutes

### Technology Committee Teleconference Meeting Wednesday, August 29, 2007 2:00 p.m. – 3:00 p.m. Eastern Time

#### I. Welcome and Introductions

Tim Blevins, Committee Chair, called the meeting to order at 2:12 p.m. Eastern Time. The following members participated in the call:

Name	State
Robert Johnston	Hawaii
Steve Wilson	Idaho
Tim Blevins	Kansas
Jesse Jordan	Kentucky
Marci Husted	Michigan
Ted Jutras	MTC
Chris Lane	MTC
Greg Matson	MTC
Thomas Shimkin	MTC
Antonio Soto	MTC
Rod Boogaard	Utah
Rachel Foster	e.magination network, llc

#### II. Public Comment Period

There were no comments from members of the public

#### III. Approval of minutes of the July 30, 2007, Technology Committee Meeting

Upon a motion duly made and seconded, the minutes of the July 30, 2007, Technology Committee meeting in Minneapolis, Minnesota, were approved

#### **IV. Report on back up and recovery system**

Mr. Lane informed that the back up system has been installed, tested and is up and running.

#### **V. Voluntary disclosure database project-Draft statement of work**

Mr. Matson described the current Voluntary Disclosure application designed by staff using Microsoft Access. He also reviewed existing and potential problems. The desired result from this project is a transfer the data into a recreated program using SQL or other high-level platform that will ultimately mesh with any secure communications framework that gets implemented.

Tom Shimkin added that he would like greater automation added in the program if possible. Two features that would be most helpful would be (1) a method for connecting the taxpayer directly with the states, maintaining taxpayer anonymity that could be hosted or monitored by the Commission, and (2) the capability to establish access to information on a per taxpayer basis, so states and taxpayers could revisit and update information previously submitted for discreet cases.

The chair summarized the discussion of features for the new Voluntary Disclosure application:

1. It should be a web application
2. It should be able to set an individual account per taxpayer
3. It should be capable of generating reports
4. It should allow review of data

Mr. Shimkin will prepare a statement of work for the project describing the current application, the new elements he would like to include, and the future functionality of the program.

The revamped Voluntary Disclosure application should be integrated with the new MTC secure communications framework.

The chair and Mr. Wilson said they would send to Mr. Shimkin some samples of statements of work from similar IT engagements. The committee is focused on creating a statement of work to describe the needs of the MTC Commission and the new Voluntary Disclosure

application to allow the MTC to go out for bid or contract for the work. After that work is complete and the MTC has gone out for a bid the committee would like a report back on the cost and timeframe for designing and developing the new Voluntary Disclosure application.

## **VI. Report on Secure Communications Plan project**

Ms. Foster reported the status of this project. She reviewed the changes made in the updated version of the Secure Communication Plan that was previously sent to Technology Committee members. These included changes reflecting current business process needs that she and Mr. Matson discussed in a meeting last month, as well as guidance from the committee discussed during its last meeting. Ms. Foster then outlined Secure FTP, Secure Email, and Secure Portal as the three options for the Commission's secure communications options.

Upon a motion duly made and seconded, the Committee approved the Secure Communications Plan.

## **VII. Website project**

- **Online registration**

Ms. Foster reported that the online registration function for Training events is ready to be tested, but non-training events registration is still being worked with commission staff.

- **Contacts lookup**

Ms. Foster mentioned that the transfer of data contacts from MTC network (Statenet) will be manual (performed by Commission staff) so that current information already in the website won't be over-written. E.magination will need to add the ability to save edits and export to excel from the admin area for this to happen.

- **Best practices of other states, or search engines to drive traffic to the site**

The chair deferred discussion on this to the next Technology Committee meeting.

## **VIII. Other**

There was no other business.

## **IX. Adjournment**

The Committee adjourned at 3:15 p.m. The next Technology Committee teleconference was scheduled for Wednesday, September 26, 2007, at 2 p.m. Eastern.