Meeting Minutes: Technical Advisory Committee

Date: 02/23/2012

Time: 1:30 PM

Notes prepared by: Nancy Skuta

Location: Blazing Star, Centennial Office Building

Attendance

Name	Department/Division
Paul Aasen	Minnesota Pollution Control Agency
Lynn Anderson	Minnesota Management & Budget
Bernie Arseneau	MN Department of Transportation
Rick King	Thomson Reuters
Richard Kolodziejski	Minnesota Association of Professional Employees
Carolyn Parnell	State Chief Information Officer
Members Absent	**Department/Division**
Laurie Martinson	Department of Natural Resources
Chuck Johnson	Department of Human Services
Gary Shelton	Scott County
Mona Dohman	Department of Public Safety

Decisions Made

Decision	Description
Meeting Minutes	Meeting minutes will consist of a high level record of the meeting. The meeting minutes will be approved by the committee at their next meeting; upon approval the minutes will be posted on the OET website.
Meeting Agenda/Schedule	The meeting schedule will be posted on the OET website and a short public comment window will be made available at each meeting.
Meeting Attendance	The committee members are appointed by the Governor and will not send a proxy in the event of a conflict.

Action Items

Action	Assigned to	Due date
Post the Agency Centralized IT Reference Model to the OET website.	Cathy de Moll	3/15/12
Add the TAC members to *Morning Java* mailing list.	Jon Fure	2/24/2012

Copy the TAC members on any “All IT Staff” emails.	Carolyn Parnell	Ongoing
Review the IT Business Drivers & the Guiding Principles for IT Management, Master Plan in the slide deck and propose any additions or prioritization. Recommendations should be submitted to Cathy de Moll.	TAC Members	3/9/2012
Survey the TAC members to determine if an earlier meeting time would be suitable. The proposed meeting time was Thursday mornings from 7:30 – 9:30 AM.	Member of Carolyn’s Team	3/2/2012

Agenda

Topic	Presenter	Time	Decision
Welcome & Open Remarks	Paul Aasen	5	
Housekeeping Items	Paul Aasen	10	Yes
IT Consolidation Update	Carolyn Parnell	30	
Strategic Planning Update	Cathy de Moll	30	
Governance Update	Chris Buse	30	
Meeting Schedule	Paul Aasen	5	

Next Meeting

Date:	*April 10, 2012*
Time:	*10:00 – Noon (Currently Scheduled Time – Time will be reviewed)*
Location:	*Blazing Star, Centennial Office Building*
Agenda items:	Submit proposed agenda items to Carolyn Parnell or Paul Aasen

Meeting Notes

The committee felt that high level meeting minutes that capture the general discussion, action items, and decision items would be appropriate.

Commissioner Carolyn Parnell presented the seven “lanes” of consolidation activity and the goals, deliverables and recent accomplishments for each.

- The agency CIOs are working on centralization activity at the agency level. Another team is working with HR on all of the issues related to the administrative transfer of staff to OET, a step that will be taken in the next few months. More information will be provided on this topic at the April meeting.
- Tu Tong, the OET’s CFO, is working on benchmarking to determine costs and spend within the state along with key performance indicators. The Financial Management team is working closely with MMB.
- The team preparing the framework for service level agreements is looking at how other states have structured their SLAs with their agencies or business partners.

Background information on the consolidation deliverables is available on the OET website.

- The TAC members supported the research efforts and emphasized the fact that they, too, are communication channels back to the agencies.
- The TAC members asked to be copied on any “All IT Staff” emails so they can help communicate the information to their respective agencies.
- The TAC members requested an update on this effort when it is complete.

Cathy de Moll, Assistant Commissioner, presented information on the State IT Strategic Plan (5-year organizational priorities) and State of Minnesota Master Plan (5-year IT priorities) that are currently under development and shared the draft business drivers and guiding principles for the State Master Plan. An outline of the strategic planning process is available on the OET website.

The TAC was impressed with the approach to the planning. The Committee noted that one of the business drivers referenced an improved “quality of life” due to the consolidation efforts.

- The TAC provided several examples of how that may play out and recommended that a sentence or two be added to the further identify those benefits. For reference the Committee recommended the review of the “Quality of Life Survey” prepared by Karla Rains, Transportation Program Director at DOT.

Cathy asked the Committee to review the slides she presented and to provide her with any feedback, especially as it related to the list of IT Business Drivers and the Guiding Principles for IT Management.

Christopher Buse, Assistant Commissioner, presented an update on the governance structure for state IT and indicated the need for communication between the committees for solid IT decision making. The committee members were pleased with the approach to the governance structure and appreciated the clarity and consistency of the approach.

- The TAC emphasized the need to create enough value for each committee to bring members together. In doing so this will keep committees engaged and strong.

In closing comments, the TAC discussed meeting attendance and if it was appropriate to send a proxy in the event of a conflict for a specific meeting. After some discussion, the committee determined that that would not be the appropriate approach and considered looking at an early morning meeting time to minimize meeting conflicts. Carolyn Parnell will have a member of her team survey the TAC members to see if an agreed upon time can be reached. In the event a person does need to miss a meeting, Commissioner Parnell will meet with that person directly to review the meeting.

Meeting adjourned at 3:15 PM.