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## **Meeting Minutes**

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Date: 06/23/2014

Minutes prepared by: Jon Eichten

Location: Blazing Star Room: Centennial Office Building

### **Attendance**

Lynn Anderson – MN Management and Budget

Laurie Martinson – Dept. of Natural Resources

Richard Kolodziejewski – MN Assoc. of Professional Employees

Rick King – Thomson Reuters

Spencer Cronk – Dept. of Administration

Charles Johnson – Dept. of Human Services

Mona Dohman – Dept. of Public Safety

### **Absent**

Gary Shelton – Scott County

### **Decisions Made**

Decision: Meeting minutes from the November 13<sup>th</sup>, 2013 meeting were approved.

### **Agenda**

Committee Housekeeping – Rick King

Financial Consolidation Update – Ed Valencia

Tactical Plan Update – Ed Valencia

Odyssey Fund and FY14-15 Biennium Projects – Jesse Oman

New Topic: 2015 Legislative Agenda and Change Items - Carolyn Parnell

Future Meeting Agendas - Rick King

### **Next Meeting**

Date: 12/02/2014

Time: 3:30 – 5:00 p.m.

Location: St. Croix Room; Centennial Office Building

## Meeting Notes

Chair Rick King brought the meeting to order, and the agenda and minutes from the Nov. 13<sup>th</sup>, 2013 meeting were approved.

Deputy Commissioner Ed Valencia provided the committee an overview and update on the goals and approach employed with implementation of an IT chargeback methodology for all IT spending in the executive branch. Goals included gaining the ability to consolidate cost structures and manage resources as an enterprise, including sourcing, assets, liabilities, staffing, bench, etc. while complying with high level funding requirement complexities (federal, special purpose, etc.). Deputy Commissioner Valencia Create described the approach was to create rates for agency-based services that are comprised of standard, application and project services, employing a phased implementation calibrated by financial and “color of money” complexities.

Deputy Commissioner Ed Valencia also provided an overview of FY2014 accomplishments, including the implementation of budgetary IT chargeback for a number of cabinet level agencies and the transition of most IT procurement and contracting from agencies to MN.IT. An overview was provided of FY 2015 goals including the implementation of full budgetary and rate-based chargeback for 37 agencies/boards and continued work with the US Division of Cost Analysis to gain additional feedback on the agency rate-based chargeback approach.

An overview was then provided on progress against the MN.IT Tactical Plan with discussion focused on lessons learned thus far, including managing concerns over service level drops, “analysis paralysis” with some aspects of the plan, agencies with generalists vs. specialists, and gaps between local & enterprise services. The mission of the program was also discussed, including commitments that services will be performed at the same or better level for business partners and that MN.IT will partner with agency projects to migrate onto enterprise services.

Assistant Commissioner Oman then provided an overview of new IT project investments that were initiated by action during the 2013 Legislative Session for the FY14-15 biennium, including 17 projects totaling \$43,741,000 in new investments(known as “BIT projects”), as well as 41 new projects initiated through the “Odyssey program” (Information and Telecommunications Account). The program approach for BIT and Odyssey were discussed, including a commitment to leverage the power of program management for portfolio visibility and individual project benefits. An overview was provided of the program process, including complete project documentation (project summary, requirements, resource plan, and quality plan) and continuous monitoring & reporting (monthly executive report, ad hoc meetings as needed, and quarterly meetings regardless of status).

Lastly, Commissioner Parnell provided an overview of potential areas where MN.IT may pursue increased funding during the 2015 Legislative Session, including increased support for now-consolidated agencies that have been historically under-funded in information technology, additional funding for information security, increased support for the Minnesota Geospatial Commons, and additional funding to cover the costs of consolidation activities.

Meeting adjourned at 9:30 am.