

Meeting Minutes: Technical Advisory Committee

Date: 06/13/2012

Time: 7:30 AM

Notes prepared by: Jon Eichten

Location: Blazing Star, Centennial Office Building

Attendance

Name	Department/Division
Lynn Anderson	Minnesota Management & Budget
Bernie Arseneau	MN Department of Transportation
Mona Dohman	Department of Public Safety
Richard Kolodziejcki	Minnesota Association of Professional Employees
Chuck Johnson	Department of Human Services
Laurie Martinson	Department of Natural Resources
Carolyn Parnell	State Chief Information Officer
Rick King	Thomson Reuters
Gary Shelton	Scott County
Members Absent	Department/Division
Unfilled Seat	Individual actively involved in business planning for state executive branch agencies

Decisions Made

Decision	Description
Meeting Minutes	Meeting Minutes from the April 10th meeting were approved.
Election of Chair	Rick King was elected Chair and Lynn Anderson was elected Vice Chair.

Action Items

Action	Assigned to	Due date
Provide input to MN.IT Central staff on issues related to changes in procurement responsibilities and processes as well as recapturing savings that result from IT consolidation.	Committee Members	7/13/12

Agenda

Topic	Presenter	Time	Decision
Welcome & Open Remarks	Carolyn Parnell	10	
Follow Up from Last Meeting	Carolyn Parnell	10	Yes
Master and Strategic Plans Update	Cathy de Moll	10	
Governance Framework Update	Cathy de Moll	10	
SLA Update	Tarek Tones	15	
IT Procurement Processes	Ed Valencia	25	
Capturing Savings	Ed Valencia	25	
Meeting Schedule	Carolyn Parnell	5	

Next Meeting

Date:	<i>August 15, 2012</i>
Time:	<i>7:30 – 9:30 a.m.</i>
Location:	<i>Blazing Star, Centennial Office Building</i>
Agenda items:	Submit proposed agenda items to Carolyn Parnell or Jon Eichten

Meeting Notes

After approval of the agenda and minutes from the April 10th meeting, Commissioner Carolyn Parnell informed committee members of the need to elect a new committee chair after the resignation of Commissioner Paul Aasen. Committee members agreed to elect both a Chair and Vice Chair in order to manage potential meeting absences by the Chair. Committee members voted to elect Rick King as Chair and Lynn Anderson as Vice Chair.

Assistant Commissioner Cathy de Moll then presented on publication of a new state IT Master Plan and Strategic Plan. Changes were made to the documents based on TAC member input to further clarify and differentiate the

Master Plan from the operational-focused Strategic Plan. The recently published IT Governance Framework was also discussed with committee members, with particular focus on the inclusion of customer input on governance at all levels and the centrality of service level agreements as a tool of customer input. The role of the TAC within the governance framework was further outlined, and it was noted that next steps are establishment and launch of the other outlined governance committees.

Assistant Commissioner Tarek Tomes then presented on the progress of service level agreements being developed between MN.IT Services and state agencies ahead of the June 30th statutory deadline for completion. Generic SLA templates were completed on May 18th, and agency-based CIOs are currently working to define agency-specific variables. Final consultation will be held June 22nd and final agreements will define the “as is” of IT services, costs, service levels and metrics for agencies.

The committee then discussed upcoming changes in IT procurement processes, as outlined by Deputy Commissioner Ed Valencia. He outlined how procurement processes would begin to gradually centralize over the next twelve months, with transaction responsibilities shifting from agencies to MN.IT services. MN.IT staff recognized the need to avoid bottlenecks in the procurement process and retain flexibility in procurement standards that will prevent unnecessary disruption of agency business.

The committee then discussed efforts to recapture savings as a result of IT consolidation efforts. The IT consolidation law passed in 2011 allowed for savings resulting from consolidation to be used to pay for the costs associated with these activities. Pros and cons of several different approaches to savings recapturing were discussed, with a focus around how savings would be divided and utilized between MN.IT Services and other state agencies. Committee members agreed on the need to link reinvestment of savings to outcomes that further increase efficiencies and/or create value for the State and Minnesota citizens.

In closing comments, the TAC confirmed a regular meeting day and time of Wednesdays from 7:30 to 9:30 a.m.

Meeting adjourned at 9:30 AM.