IOWAccess Advisory Council Meeting
Minutes of November 3, 2003

F i n a l

Present: Quent Boyken, Herb Strentz, David Redlawsk, Mary Maloney, Jane Ginapp, Greg Stevens, Corlis Moody, Dick Neri, Craig Hiemstra (by phone), Sheila Castenada (by phone), Kelly Hayworth

Absent: Gail Flagel, Miriam Ubben, Marsha Ternus, Glen Dickinson, Bob Brunkhorst, Bill Dotzler, Ervin Dennis

Guests: John Gillispie, Nadir Mehta, Tim Erickson, Denise Sturm, Marianne Mickelson, Kit Krogmeier, Vicki O'Neal, Mark Johnson, Lorrie Tritch, Mark Uhrin, Diane Van Zante, Martha Combs

Council Chair, Quent Boyken, opened the meeting and noted that a quorum of members was present. Meeting participants were asked to introduce themselves.

1) Review and Approve Minutes from August 26, 2003 Meeting – Herb Strentz moved, seconded by Dick Neri, approval of the August 26 minutes. An oral vote was taken, approving the minutes as written.

2) Financial Report – Denise Sturm. Denise provided a summary of revenues and expenses for the IOWAccess Revolving Fund for FY03 (July 1, 2002 to June 30, 2003). IOWAccess revenues and expenditures for FY04 (through September 30, 2003) were also distributed. Net assets at the end of September were approximately $1.5 million.

3) Update on Iowa Interactive Contract – John Gillispie reported that a draft copy of the contract had been given to Iowa Interactive's legal counsel. The proposal has Iowa Interactive providing the same services they presently do, but being funded through DOT record fees. John outlined the basis for renegotiating the contract. The first contract was entered into in 1988 and has undergone 17 revisions since that time. The new proposal reflects many of the amendments and cleans things up. John's objectives are three-fold: to set clear performance expectations, to have Iowa Interactive survive on its sales of DOT records, and to utilize the IOWAccess Revolving Fund to drive E-Government. The new contract would be in place until September of 2005.

4) Discuss Scope/Limitations of IOWAccess Funds – Mark Uhrin (handout). ITE has developed a few guidelines for the council's consideration. ITE recommends that project hosting fees be included for the first year. This would require the customer department to pay the hosting fees itself after the first year. These costs would be spelled out and agreed to from the outset. ITE also recommends defining an intake process for projects coming into ITE as well as a formal process for marketing IOWAccess. A question arose whether agencies were required to commit to the project past the first year. Due to the budgeting process, that would be difficult.

5) Update and Approval for Projects Requesting Funding – Project requests could not be formally approved at the last meeting, as a quorum of members was not available. Quent Boyken gave an overview of the process that was utilized. The total dollar amount requested was less than the amount of available funding, so there was no need to weigh the projects against each other. The council looked at each project individually. Some were informally approved. Others were tabled, awaiting additional information. At today's meeting, we will revisit each project.

Project IA-005-P-029 - Department of Education, Web Based Teacher License Renewal. Discussion of this project occurred at a previous meeting. The Department of Education submitted this proposal on behalf of the Board of Educational Examiners. Funds requested were $275,059. Kelly Hayworth moved, seconded by Greg Stevens, approval of the request. An additional $10,000-$12,000 for first year hosting fees would come from IOWAccess funds. A question arose about projects that run over the approved amount. The Chair's expectation is that ITE will provide an ongoing report for each project -- amount allocated, spent, and unspent. An oral vote was taken. The motion carried.

Project IA-001 – Department of Human Services, Child Development Home Registration Renewals. At the last meeting, this was not thought to be a prudent use of funds. It was noted that the project would be resubmitted in December. Representative Stevens asked if this would impact federal certification. Childcare centers must be certified by the state every year to meet federal guidelines and qualify for various federal programs. Would online certification satisfy the federal compliance issue and would it matter to those who are seeking this type of certification?

Representative Stevens moved, seconded by Jane Ginapp, that further discussion be tabled until the next meeting. An oral vote was taken; the project was tabled for further information. It is likely that the next submission will be larger in scope.

Project IA-004-P-009 – Department of Inspections and Appeals, Food Inspections Online. This project would allow people to access inspection reports. Funds requested were $55,000. The three DIA projects (Food Inspections Online, TSB Online, and Social Gambling Online) would each require $10,000-$12,000 in web hosting fees from IOWAccess funds. There was an inquiry about financial audits, in terms of ensuring that money is spent as stated. John explained that financial audits are conducted by the State Auditor's Office. Herb Strentz moved, seconded by Representative Stevens, approval of the request, including up to $12,000 for first year web hosting. An oral vote was taken, resulting in unanimous agreement. The motion carried.

Project IA-003-P-008 – Department of Inspections and Appeals, Social Gambling Online. Funds requested were $55,000. This would make it easier to obtain a license for such things as a raffle. Dick Neri moved approval of the request, seconded by Mary Maloney, including up to $12,000 for first year web hosting. An oral vote was taken, there were no opposing votes. The motion carried.

Project IA-006-P-025 – Ethics and Campaign Finance, WRS Public Access Improvements. Funds requested were $20,000.

P-026 – Ethics and Campaign Finance, Miscellaneous Contribution Tracking. Funds requested were $7,000.

P-027 – Ethics and Campaign Finance, Lobbyist/Client Tracking System. Funds requested were $18,500.

At the last meeting, the council had inquired if any savings could be achieved by combining the three Ethics and Campaign Finance projects. That question was not addressed in the project update material. Corlis Moody moved approval of the three Ethics and Campaign Finance projects, seconded by David Redlawsk. Total funding would be $45,500. An oral vote was taken. There were no opposing votes. The motion carried.

Project IA-002-P-007 – Department of Inspections and Appeals, TSB Online. Funds requested were $45,000. Jane Ginapp moved, seconded by Corlis Moody, approval of funding for the TSB project for DIA, including up to $12,000 for web hosting. An oral vote was taken. There were no opposing votes. The motion carried.

New Funding Request: Nadir Mehta, Information Technology Enterprise, requested $20,000 to improve/revamp the ROI process. ITE would like to re-work the form to make it more customer-focused. Question from the council: If the IOWAccess Advisory Council is already being billed for support, why is additional money needed? John Gillispie clarified that IOWAccess is not currently paying for the people costs that support the council. John indicated that this money would be for programmer costs to improve the ROI form. Council members expressed concerned that previous ROI submissions seemed to be incomplete and not well thought out. The ROI form is for the committee's information, to ensure that they have what they need to make decisions. There are improvements or clarifications that need to be made. Quent asked Sheila Castenada if she was willing to review the ROI form. She agreed. A subcommittee, including Corlis Moody and Herb Strentz, was formed to study the form and recommend changes. Sheila agreed to serve as the Chair.

6) Discuss Project Process – Mark Uhrin asked to table this item to the next meeting.

7) Update on IOWAccess Projects and Iowa Website – Tim Erickson, Iowa Interactive. Iowa Interactive is currently working on a number of projects: redesigning the state homepage, updates to Christie Vilsack's website, changes to the Electronic Records Commission website, maintenance to the Security and PKI site for ITE, and others. Tim mentioned that he had picked up several innovative ideas at the recent National Information Consortium Marketing meeting and he would like to bring those ideas back to the council. The new state homepage is 316 pages and is currently being reviewed by ITE staff. The rollout is expected in the next few weeks. The website will be available at any of three addresses: www.iowa.gov or www.iowaccess.org or www.state.ia.us. Sheila Castenada encouraged ITE to identify projects that would make a significant impact rather waiting for little projects to trickle in. Quent Boyken agreed and said that the council is interested in making things happen. He hopes more project proposals will be submitted. John Gillispie would like to revisit the issue of convenience fees. John would like to do some research within the state – what are citizens willing to pay, what about mandated services, what about elective services,

how do citizens feel about credit card fees? John will bring back a proposal at the next council meeting. Asked if there was any one state that had a good handle on convenience fees, John responded that Georgia had a good model.

Additional discussion items:

Herb Strentz asked if any matters were anticipated for the next legislative session. HF534 did mandate a study of consolidation of data centers; the study is due November 1, 2004. Representative Stevens reported that the legislature would likely give the study serious consideration if it saved money.

The IOWAccess Advisory Council needs to look ahead at projects that encourage E-Government, improve services to citizens, and cut costs. We want to focus on citizen-centric government, services that matter to citizens.

8) Schedule Meeting Dates – The next council meeting is scheduled for January 26, from 1:00 to 3:00 p.m., location to be determined. Future meeting dates for 2004 have not yet been set.

   Representative Greg Stevens moved, seconded by Dick Neri, that the meeting be adjourned. A verbal vote was taken and passed. The meeting adjourned at 2:50p.m.