IOWAccess Advisory Council
Meeting Minutes of March 7, 2007, 1:00 PM
Hoover Building, Level B, Conference Rooms 2 and 3

F i n a l

Present: Richard Neri, Quent Boyken, Herb Strentz, David Redlawsk, Dawn Ainger, Beth
             Baldwin, Mary Maloney, Tom Gronstal, Barbara Corson, Miriam Ubben, Glen
             Dickinson, Terri Selberg

Absent: Sheila Castaneda, Kelly Hayworth, Lawrence Lentz, Jeff Danielson, Carmine
             Boal, Vicki Lensing, Ron Wieck

Guests: Lana Morrissey, Ken Herring, Adam Broughton, JoAnn Naples, Ken Kline,
             Sherry Timmins, Mark Uhrin, Tracy Smith, Mike Coveyou, Rod Slings, Megan
             Wisecup, Pat Deluhery, John Hove, Kay Arvidson, Rochelle Little, Michael
             Grandon, Dave Ellis, Bill Grimes, Malcolm Huston, Diane Van Zante (recorder)

Council Vice-Chair, Richard Neri, opened the meeting and noted that a quorum of members was
present.

1. Approve Minutes – Richard Neri, Vice-Chair.
    Herb Strentz moved approval of the January 10, 2007 meeting minutes; Quent Boyken
    seconded the motion. An oral vote was taken, unanimously approving the minutes as
    written. All members and guests introduced themselves.

2. New Member – Richard Neri.
    Senator Ron Wieck has been appointed to serve on the IOWAccess Advisory Council. He
    replaces Senator Bob Brunkhorst.

3. IOWAccess Financial Update – Lana Morrissey.
    Lana presented financial reports for the IOWAccess fund through January 31, 2007. For the
    month of January, revenues exceeded expenditures by $13,030. For FY07 year-to-date, the
    fund has taken in $600,000 more than it has spent. Current net assets are $2,462,459.
    Unobligated cash stands at $1.411 million.

    A portion of the financial report lists approved requests (back to FY04) with corresponding
    amounts approved, amounts spent, and percentages of completion. The FY04 food stamps
    web intake project still shows a balance of $82,000. We are negotiating the closing of that
    project as we are no longer sponsoring its development.

4. Iowa Department of Natural Resources (DNR) - Hazardous Substance Incident Database
    Conversion – Request for Scope Analysis Funding ($20,000) - Adam Broughton, Department
    of Natural Resources.
    The Hazardous Substance Incident database includes information on chemical spills and
    manure releases. The original database was set up in 1995, and then converted to another

database in 2000. In 2005, the database developed problems due to its size. Regulations pertaining to chemical spills and manure releases mandate that a verbal report be made within six hours of the incident. That initial report is currently the only information stored in the database. A written report is due within 30 days, but that data is not entered into the database. The database does not allow any type of statistical analysis. There are several problems with the existing database: incident locations are not accurate, it is not searchable by address, the incident information is preliminary and not accessible from locations outside of the DNR, the database contains errors, data is missing, the description lacks sufficient detail, and the database can only be used by one or two staff at a time. Data cannot be automatically converted for GIS mapping. DNR would like to develop a new database with a web-based front end which would improve the quality of the data, improve access, allow updates and corrections by the responsible parties, standardize location information, and provide connectivity to DNR's Geographical Information System. DNR is requesting $20,000 for the sole purpose of planning the database conversion. What is the anticipated cost for conversion and what is the timeline? DNR would like to get the database up and running within a year. In terms of cost, it depends upon how sophisticated of a system DNR decides to build. Rough estimates are $100,000 and up. Are there federal funds available? No. Do other states have similar models? Some states do and DNR is reviewing them. Quent Boyken moved approval of the funding; David Redlawsk seconded the motion. An oral vote was taken; the motion was unanimously approved. DNR will come back to the Council with a couple of options, at least one of them being a preferred option.

5. Iowa Department of Economic Development (IDED) - One-Stop Business Shop – Request for Scope Analysis Funding ($20,000) - Sherry Timmins, Department of Economic Development.
Sherry is the Regulatory Assistance Coordinator at IDED. The project sponsor is the Iowa Business and Regulatory Assistance Network. The goal of the One Stop Business Shop is to establish an electronic, online business portal that provides timely, accurate, and comprehensive access to resources, information, and online applications for licensing and permits necessary to conduct business in Iowa. The request for funding is to plan and implement improvements to the Business License Information Center (BLIC) which serves as the primary gateway to Iowa's licensing, certification and permitting requirements for business. At present, BLIC is confusing and difficult to use. IDED is requesting $20,000 for analysis of the requirements to improve BLIC services. How many state agencies are involved in BLIC? There are approximately 25 participating agencies. Barb Corson moved approval of the funding; Mary Maloney seconded the motion. As a reminder, all agencies are strongly encouraged to follow enterprise architecture standards. An oral vote was taken; funding was unanimously approved.

6. Iowa Department of Natural Resources (DNR) - Safety Education Project - Request for Design Funding ($50,000) - Rod Slings, Department of Natural Resources.
Rod first spoke about safety education at the November meeting. This DNR project will increase public access to safety education opportunities via the web, improve registration services for students and volunteer instructors, and streamline data management processes. DNR is requesting $50,000 for the design phase of the project. Key deliverables include a participant database, online access to class schedules and registration, an automatic

notification system for students and instructors, online training from outside vendors, and 24/7 access to the system. DNR hopes to have the system running in 2008. The implementation phase is anticipated to cost another $100,000. Beth Baldwin moved approval of the funding; David Redlawsk seconded the motion. An oral vote was taken; funding was unanimously approved.

7. Iowa Department of Natural Resources - Boat Dock Registration System- Request for Scope Analysis Funding ($20,000) - Ken Herring, Conservation & Recreation Division. For the past 11 years, the majority of people who own lake shore property have not been required to obtain a boat dock permit or to pay a fee. The Iowa Code now requires everyone to have a dock permit. Due to the number of dock configurations, the new rule breaks docks into five categories, only two of which will remain free of charge. There are two facets to this project: 1) an online registration system that exercises the state's authority and issues electronic permits, and 2) design of a process for commercial dock owners. Stakeholders have shown a great deal of interest in this project and voiced wide acceptance of electronic services. Miriam Ubben moved approval of the funding; Tom Gronstal seconded the motion. An oral vote was taken; funding was unanimously approved.

8. County Real Estate Electronic Government Advisory Committee (CREEGAC) - Real Estate Online - Request for Implementation Funding - Ken Kline, County Real Estate Electronic Government Advisory Committee ($146,000).
    Mary Maloney is an active member of the aforementioned committee, thus apprised the Council that she would be abstaining from the vote. The committee has been meeting for the last year and a half and is working with Michael Tutty and Deb McDaniel of ITE. The basic premise involves the integration of websites used by the four offices in each county (treasurer, assessor, recorder and auditor) that house real estate data. The system will facilitate public access (queries), but will not allow transactions. The committee has developed a plan to complete the integration in a relatively cost effective way. There is no guarantee that all of the offices in the 99 counties will participate. Given the scope of the project, there is some concern that more funding will be needed. Two of the four systems are already consolidated, but cannot talk to each other. ITE has not fully completed the design; at end of the design phase, the cost may need to be adjusted. ITE's costs are estimated at $98,000 plus hosting. The County Auditors are requesting $25,000 and County Assessors are seeking $20,000. Why aren't counties footing any of the cost? The Assessors have spent $15,000 and have plans to spend another $25,000. The Committee is asking for matching funds, not for full funding. The CREEGAC committee has talked about sources of revenue; should they sell data or institute membership fees? CREEGAC has chosen not to sell data. The initial cost to build the system is cost prohibitive to the county offices, however the ongoing maintenance costs may be able to be split between the four groups. Iowa Interactive will build the auditors website. The same thing is needed for the assessors (to make the data available to the query). Council members expressed concern about the possibility of the project needing to come back for more money and wanted to know how much it would take to get the planning and design documents done. This project was presented to the Council prior to the new three-step process, so those things are difficult to predict. Mark Uhrin asked the Council to approve the request and indicated he would come back to the group in two months with clarified numbers. Ken stated that the CREEGAC Committee had put a great

deal of planning and thought into the project. Quent Boyken moved approval of the funding; David Redlawsk seconded the motion. The Vice Chair asked for a motion to approve with the caveat that Mark is to return in two months with clarified numbers. Quent and David accepted the amended motion. Miriam Ubben suggested an alternative, to approve a partial amount and then revisit the project at the May meeting. Mark supported the $146,000 figure. An oral vote was taken and recorded as follows:

Ayes: Richard Neri, Quent Boyken, David Redlawsk, Beth Baldwin, Tom Gronstal, Barbara
       Corson, Glen Dickinson
Nays: Dawn Anger, Miriam Ubben
Abstentions: Mary Maloney, Terri Selberg, Herb Strentz
The motion passed.

9. Iowa Department of Natural Resources – Field Office Compliance Database - Request for Transition Funding - Mark Uhrin, DAS-ITE ($10,000).
Under the old two-step process, the Council originally approved $20,000 for the planning phase of this project. To transition to the new three-step process, an additional $10,000 is needed to complete the design phase. David Redlawsk moved approval; Tom Gronstal seconded the motion. An oral vote was taken; funding was unanimously approved.

10. Follow-up Items from Previous Meetings - Richard Neri, Vice Chair and IOWAccess Staff.
Some policy issues were deferred at the last meeting, however Richard suggested that the Council wait to revisit them until the Chair can be present.

11. ITE Project Updates – Mark Uhrin, DAS-ITE.
Mark provided updates on a number of projects and reported that things were going very well overall. One significant event occurred, the first live notification of the Schools Out Alert system.

12. Iowa Interactive Updates – Tracy Smith, Iowa Interactive.
Tracy is the new manager at Iowa Interactive, replacing Tim Erickson. Tracy spent five years working with the Virginia portal and two years with the Kansas portal. Iowa Interactive's parent company, NIC, currently manages portals in 19 states (including Iowa, Virginia, and Kansas). Their goal is to be self funded. Driver's license records serve as the primary source of revenue in all of those states. NIC gets a portion of the transaction fee; in Iowa, that amounts to $1.45 per license record. Many of Iowa Interactive's services are provided at no cost. Quent Boyken commented that as a rule, the Council is not interested in charging fees for services.   Malcolm Huston reminded everyone that there is no upfront cost in engaging Iowa Interactive.

13. Wrap Up and Adjourn –
Malcolm Huston reported that he had been making presentations to different groups. He has also created a new IOWAccess website (www.iowaccess.iowa.gov) and moved information from the old website to the new one. Malcolm has been working on a public ROI document that would address project value (include some measurement of benefits). There may not always be a financial basis for doing something, but there might be a public value benefit. Herb Strentz would like to include core principles.

Are we marketing ourselves broadly enough? Could we look at award winning projects in other states and market ourselves to the Iowa entities that provide those services? Malcolm advised that he is already doing so. Does anyone check back on approved projects to determine their status? Malcolm is engaged in doing so and spends about 25% of his time doing similar work. Is it inappropriate to ask agencies/project sponsors for the requirements documents, data models, design docs, etc.? No.

The IOWAccess Advisory Council has never been stronger in its membership than now. This is Quent Boyken's last meeting, as his term expires 4/30/07 and he has chosen not to seek reappointment. Herb Strentz's term expires next year and he is not going to seek reappointment. Quent and Herb have served on the IOWAccess Advisory Council since its inception in 1998.

The next meeting is May 9 at 1:00 p.m.

There being no further business, the meeting adjourned at 3:34 p.m.