**IOWAccess Advisory Council**
**Meeting Minutes of March 12, 2008, 1:00 PM**
**Hoover Building, Level A, Conference Room 6**

<span style="color:red">**D r a f t**</span>

Present:        Richard Neri, Barb Corson, Sheila Castaneda, Dawn Ainger, Beth Baldwin,
                Terrence Neuzil, Tom Gronstal, Kelly Hayworth, Glen Dickinson, Lawrence
                Lentz

Absent:         Dan McGinn, Herb Strentz, Andrew Smith, Teri Selberg, Ron Wieck, Jeff
                Danielson, Carmine Boal, Vicki Lensing

Guests:         John Hove, John Gillispie, Mark Uhrin, Malcolm Huston, Diane Van Zante,
                Tracy Smith, Dennis Wiggins, Jim Nervig, Drew Dinsmore, Julie Leeper, Mike
                Weber, Robin Harlow, John Greshman, Dawn Connet, Claire Hruby, Amy Van
                Maanen, Christine Spackman, Kristin Honz

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

1.  Introductions, Approve Minutes – Dick Neri, Chair.
    All council members and guests introduced themselves.  Kelly Hayworth moved approval of
    the January 9, 2008 meeting minutes; Barb Corson seconded the motion.  An oral vote was
    taken, unanimously approving the minutes as written.

2.  Iowa Interactive Update – Tracy Smith, Iowa Interactive.
    In January, two new websites were launched – the Iowa Person Directed Care website
    (Department of Inspections and Appeals) and the Public Employment Relations Board health
    care survey site.  In February, the Department of Natural Resources launched a conference
    registration/transcaer site.  Twenty-one code enhancements/updates were completed in
    January; nine more were completed in February.  The month of January saw a dip in
    campground reservations, however this was offset by an increase in February of about 2500.
    Iowa Interactive has been tracking adoption rates for online services (renewals, campground
    reservations, etc.).  Statistics indicate that such services continue to do very well.

3.  IOWAccess Financial Update – John Hove, DAS Finance.
    For the third month in a row, expenditures have exceeded receipts.  The cash balance at the
    end of January was $3.5 million with remaining unobligated cash standing at $867,732.

4.  IOWAccess Projects and Projections Spreadsheet – Malcolm Huston, IOWAccess Manager.
    Following discussion at the January meeting, Malcolm developed a tool to project revenue
    and expenditures over time.  The projections are comprised of two things -- 1) projected next
    phase obligations for currently funded projects, and 2) potential projects (such as those that
    are being presented today) with associated estimates.   This information is also available on
    the IOWAccess website under the "project status" tab.  By graphing net assets over time and
    the unobligated cash balance, we are also able to do a real time analysis.  Generally, it is
    advisable to have about 60 days worth of working capital on hand.

5.  eGMS Project Update – Dennis Wiggins, Iowa Office of Drug Control Policy.
    As you recall, this grant management program will provide an enterprise grants management service to agencies that wish to participate. It will feature a web-enabled storefront for anyone looking for a grant and includes a grants management system as well. Last fall, the IOWAccess Advisory Council approved funding for the scope analysis phase. An RFP was released in January garnering nine responses. Cost estimates for the storefront range from $18,000 to $1 million, and from $300,000 to more than $1 million for the grants management component. It is hoped that some of the funding will come from the pooled technology allocation. The Department of Management (DOM) anticipates coming back in the next few months to seek funding for the storefront. Could Iowa Interactive develop the storefront? Because DOM hopes to make use of a packaged system (off the shelf software), it is not feasible for Iowa Interactive to develop the front end piece.

6.  Update on Dental Licensure – Request for Implementation Funding – Malcolm Huston.
    At the January meeting, the Iowa Dental Board, Iowa Board of Medicine, and Iowa Nursing Board made a joint request for implementation funding in the amount of $550,000 for a healthcare provider licensure database. At that time, the request was denied, pending exploration of other alternatives and a more accurate determination of costs. At present, the Boards are preparing to issue an RFP which should result in a better cost estimate. After lengthy delays and numerous disappointments, the Boards are anxious to move into the implementation phase.

7.  Volunteer Iowa – Request for Scope Analysis Funding ($15,000) – Kristin Honz, Iowa Commission on Volunteer Service.
    This initiative would develop a statewide volunteer referral database linked through a common portal. Under the Code of Iowa, this is a statutory obligation. Other states have developed similar systems and the Department of Natural Resources has indicated interest in such a system. Volunteers could go to one site to find out about volunteer opportunities in the state of Iowa; organizations could scan the site to find volunteers with the appropriate skill set. Dawn Ainger moved approval of scope analysis funding; Beth Baldwin seconded the motion. Council members expressed a desire to incorporate county and local programs as well. An oral vote was taken; the motion passed unanimously.

8.  Student Financial Aid Portal – Request for Increased Scope Analysis Funding ($18,000) – Mark Uhrin, DAS-ITE.
    The student financial aid portal allows students to search for grants and scholarships. When ITE initiated the work, the complexity of the project was not readily understood. Based on the revised scope, a shortfall of $18,000 is anticipated. Kelly Hayworth moved approval of the additional funding; Dawn Ainger seconded the motion. An oral vote was taken; the motion passed unanimously.

9.  Local Government Budgets and Reports – Request for Design Funding ($64,000) – Jim Nervig, Department of Management.
    The Department of Management wants to replace the current local government budget system with a web-based system. At present, budgets are submitted via a spreadsheet format

that utilizes paper copies. The new system would reduce errors and include county annual financial reports. Generally, it is difficult for the public to access budget statements. Under the new system, information would be available 24 x 7. Previously, the Council approved scope funding for this project. Council members noted that the Council also funded a project to standardize local budget development about three years ago. Beth Baldwin moved approval of the current request; Sheila Castaneda seconded the motion. An oral vote was taken; the motion passed unanimously.

10. CoMIS Replacement (County CSN) – Request for Implementation Funding ($350,000) – Robin Harlow, Iowa State Association of Counties (ISAC), and John Greshman.
The Council previously funded the scope and design phases of this project; this request is for implementation funding. County CSN (Community Services Network) will serve as a resource for citizens to find and apply for area community services and will facilitate the sharing of client-specific data between counties. The system will provide all 99 counties with a citizen web portal, billing and accounting, operations, budgeting, reporting, case management and data exchange. While the database will actually be separate from the website, such data is considered confidential/private and is governed by HIPPA regulations. ISAC is requesting $350,000 for implementation, but is receiving some additional funding from other sources. Spindustry is building the system; they hope to test in the fall and begin rollout in December. The Council expressed concern about the security of data traveling over the Internet. Spindustry staff assured the Council that data will be encrypted. What is the status of our inquiry about using IOWAccess funds to finance local projects? The Attorney General has advised us to proceed with those that are already in process in some phase, but not to accept new requests (for local projects) until the matter is resolved. Kelly Hayworth moved approval of implementation funding; Barb Corson seconded the motion. An oral vote was taken; the motion passed unanimously.

11. Animal Feeding Operations (AFO) – Request for Implementation Funding ($282,000) – Claire Hruby, Department of Natural Resources (DNR).
Animal feeding operation data is integral to the livestock industry, water quality and quantity, air quality, real estate, road conditions, the alternative energy industry, and human and animal health. An animal feeding operation database would provide the public access to information about confinements and open lots, improve coordination and communication, reduce staff time, make data easily accessible and permit seamless data exchange, and allow cities and counties to better manage their resources. DNR hopes to have the database up and running by March 2009. Will this application be compatible with other systems at the DNR? Yes, the department is currently looking at integrating as much data and linking as many program areas as possible. Why hasn't an RFP been completed? This is primarily a timing issue, as the request still needs to be presented to the Technology Governance Board and the DNR Board. In order to keep the project moving along, it was in DNR's best interest to request implementation funding now. Sheila Castaneda moved approval of the request; Dawn Ainger seconded the motion. An oral vote was taken; the motion passed unanimously. Malcolm suggested that the amount of the request be revised once the actual amount is known.

12. Iowa Child Advocacy Board Online – Request for Additional Design Funding ($75,780) – Mark Uhrin, DAS-ITE.
    This project turned out to be more complex than originally thought. ITE decided to do a full prototype to ensure that all parties are in agreement on the requirements and design prior to moving to implementation. Added costs for this work are $49,000. With newly revised estimates for other changes throughout the project, the additional funding request totals $75,780. If the design phase exceeds $100,000, what is the estimate for implementation? At this point in time, we don't have a ballpark figure. Barb Corson moved approval of the request; Beth Baldwin seconded the motion. An oral vote was taken; the motion passed unanimously.

13. Civil Rights Public Interface –Request for Additional Implementation Funding ($31,723) – Mark Uhrin, DAS-ITE.
    The project is nearing the end of the implementation phase. Additional funds are requested to make two changes, one to meet legislative mandates, the other to allow complainants and respondents to upload information directly. Tom Gronstal moved approval of funding; Larry Lentz seconded the motion. An oral vote was taken; the motion passed unanimously.

14. ITE Project Updates – Mark Uhrin, DAS-ITE.
    There have been no signifcant changes or red flags since the last report was issued. What is the process for agencies who encounter unexpected code changes? ITE encourages agencies to include an item for future code changes in their budget requests.

15. Wrap Up and Adjourn – Dick Neri, Chair.
    Terms for some of our council members expire April 30, 2008. The Governor's Office has not yet announced new appointments/reappointments. We do know that Herb Strentz has elected not to seek reappointment. Dick acknowledged Herb's long-standing participation and many contributions in support of the Council's work.

    The next meeting is scheduled for May 7, 2008. There being no further business, the meeting adjourned at 3:12 p.m.