IOWAccess Advisory Council
Meeting Minutes of July 9, 2008, 1:00 PM
Grimes Building, 2nd Floor, State Board Room

D r a f t

Present: Richard Neri, Barbara Corson, Kathleen Richardson, Beth Baldwin, Terrence
                Neuzil, Terri Selberg, Dawn Ainger, Dan McGinn, Glen Dickinson

Absent: Tom Gronstal, Sheila Castaneda, Lawrence Lentz, Ron Wieck, Jeff Danielson,
                Vicki Lensing, Carmine Boal

Guests: Malcolm Huston, Mark Uhrin, Tracy Smith, Angela Dalton, JoAnn Naples,
                Sherry Timmins, Kristine Spackman, Deb McDaniel, Jim Nervig, Mary Maloney,
                Ken Kline, Charlie Smithson, Darrell Fremont, Vern Logan, Drew Dinsmore,
                Wayne Middleton, John Gillispie (partial), Diane Van Zante

Council Chair, Dick Neri, opened the meeting at 1:04 p.m. and noted that a quorum of members
was present.

1. Introductions, Approve Minutes – Dick Neri, Chair.
    All council members and guests introduced themselves. The Council received
    correspondence from Andrew Smith, tendering his resignation due to a move to Washington,
    D.C. The Council also received a letter from Mollie Anderson, Director of the Department
    of Administrative Services, with regard to the May IOWAccess Advisory Council meeting.
    Mollie did not approve the funding recommendations made at the May meeting and has
    requested that the Council revisit actions taken at the meeting. All items from the May
    meeting will be reconsidered today.

    Terrence Neuzil moved approval of the May 7, 2008 meeting minutes; Terri Selberg
    seconded the motion. An oral vote was taken, unanimously approving the minutes as
    written.

2. Council Ethics Refresher – Charlie Smithson., Ethics and Campaign Disclosure Board.
    Mr. Smithson spoke to the Council about the ethical considerations of serving on a board of
    an executive branch agency. Conflict of interest is one consideration; members should be
    cognizant of what they vote on and how it could impact any outside employment or activity.
    Barb Corson is the only executive branch employee who sits on the Council; she is in paid
    status when attending meetings. Because of that, it is not necessary that Barb abstain from
    any vote which impacts her agency. Council members should also abide by the State
    employee gift law. Lastly, if you have a conflict with a project, don't even engage in the
    discussion; leave the room and have that information put in the minutes, detailing both when
    the person left and when they returned.

3. Iowa Interactive Update – Tracy Smith, Iowa Interactive (handout).

The transaction volume for the Department of Natural Resources online campground reservations program increased 12% from the prior year. The Department of Transportation driver's record program has seen a decrease in volume. We do not know why that is so. In Iowa, it is not a statutory requirement for insurance companies to review a driver's record before quoting insurance rates. The professional licensing adoption rate has increased ten fold since this time last year. Four websites have gone live over the past few months. Iowa Interactive helped build the Flood 2008 website and is going to create the Rebuild Iowa Office website.

4. IOWAccess Projects and Projections Spreadsheet/Monthly Report – Malcolm Huston, IOWAccess Manager.
    The IOWAccess fund balance sheet shows operating expenses of $106,000 and unobligated cash of $410,000. Malcolm has developed a three-part "what if" projection for unobligated funds which shows: 1) current projects, 2) current projects plus projected amounts for next phases, and 3) current projects plus projected amounts for next phases, plus a projection of potential projects. This data is also shown graphically. It presumes an 18 month timetable for completion on all projects. Currently, there are 42 projects in some stage of funding. This information is always available on the IOWAccess website.

5. OpenUpIowa.gov – Request for Design Funding Increase ($42,000) – Mark Uhrin.
    ITE's new pricing has become official and has been conveyed to customers. Earlier, there was a concern that ITE's rates were substantially out of market, so Mark pulled together some information and an explanation on percentage of productivity. Mark also reviewed contract rates for Iowa-based companies recently awarded IOWAccess-funded contracts. Based on that information, the ITE rate is not out of market. Dawn Ainger mentioned that when she hires a contractor, she can only bill the customer for productive time. In her view, ITE's prices are considerably above market. She has requested a meeting with Mollie Anderson and John Gillispie to discuss the matter.

    OpenUpIowa.gov originally requested $20,000 for the design phase of the project. They are requesting an additional $42,000. Barb Corson moved approval of the additional funding; Kathleen Richardson seconded the motion. An oral vote was taken, as follows:

    Ayes – Dan McGinn, Dick Neri, Barb Corson, Kathleen Richardson, Terri Selberg
    Nays – Dawn Ainger, Terrence Neuzil, Beth Baldwin, Glen Dickinson
    Abstentions – None
    The motion carried.

6. State of Iowa Online Stores – Request for Hosting Fees ($2000) – Mark Uhrin.
    This is a request for first year hosting fees for an enterprise wide State store for people looking for Iowa branded or agency branded products. The following year, the cost would be part of a user fee. Dawn Ainger moved approval; Terri Selberg seconded the motion. An oral vote was taken; with the exception of an abstention by Glen Dickinson, all members voted to approve.

7. Interactive Forms – Request for Scope Analysis Funding ($20,000) – Drew Dinsmore.

Iowa Interactive has completely renovated the Department of Veterans Affairs static website. This project is for ITE to make forms interactive so that veterans can fill forms out online. Dan McGinn moved approval; Dawn Ainger seconded the motion. An oral vote was taken; the motion passed unanimously.

8. Business License Information Center (BLIC) project – Request for Execution Funding ($292,040) - Sherry Timmins, Department of Economic Development (IDED).
   This is a smaller amount than was requested at the May meeting. Upon taking a closer look at the detail of the planning effort, there was an overstatement of hours in one portion. The project will not be put out to bid as IDED has received robust service from ITE thus far. There are no options for matching funds and at this point, federal funds are not available. Were transaction fees explored? The BLIC website will only supply information; there are no online applications, thus no possibility of transaction fees. Labor to complete the project is estimated at about 500 hours. Dan McGinn moved approval; Barb Corson seconded the motion. Dawn Ainger asked to go on record as saying the project is deserving, however she still has concerns about the cost. An oral vote was taken, as follows:

   Ayes – Dan McGinn, Dick Neri, Barb Corson, Kathleen Richardson, Terri Selberg, Glen Dickinson
   Nays – Terrence Neuzil, Beth Baldwin, Dawn Ainger
   Abstentions – None
   The motion carried.

9. Hazardous Substance Incident Database – Request for Execution Funding ($280,000) – Adam Broughton, Department of Natural Resources (DNR).
   DNR is developing a new web-based database. They plan to issue an RFP for the work. Dick Neri cautioned the Council to show due diligence on this funding request as it may be necessary to give justification for the Council's decision. DNR has determined that there is no federal funding available for this project. Right now, there is no good way to get to the information that this database will house and it is not searchable by address. Adam mentioned that any funds awarded would be utilized more toward the end of the project than at the beginning. The project has already been before the Technology Governance Board. Are Council members concerned about the amount of overall money that DNR has received? Some members were concerned, some were not. JoAnn Naples (DNR) commented that several of the projects that ITE had helped with had gone over budget and experienced delays; that resulted in DNR having to come back to ask for additional funds. DNR projects that have gone out for RFP have been completed on time and on budget. Adam remarked that it is also unfortunate that other agencies have not looked to IOWAccess as a source of funding. DNR has pursued IOWAccess funding and other agencies haven't; at the same time, the IOWAccess Advisory Council has had the money to fund the requests that DNR submitted. Beth Baldwin moved approval of the funding; Barb Corson seconded the motion. An oral vote was taken as follows:

   Ayes – Dan McGinn, Barb Corson, Kathleen Richardson, Terri Selberg, Glen Dickinson, Beth Baldwin
   Nays – Terrence Neuzil, Dick Neri

Abstentions – Dawn Ainger
The motion carried.

NOTE: From this point on, the Council will be discussing new business (as opposed to reconsidering items from the May meeting). The remaining agenda was taken out of order to accommodate Council members who needed to leave early.

10. DOM Local Government Budgets and Reports – Request for Execution Funding ($216,000) – Jim Nervig, Department of Management.
This project will impact citizens as it will enable them to access local government budgets online. The current spreadsheet process will be replaced by a web-based process. County annual reports are due right now. These county reports will serve as the pilot project for this effort, to determine how well the new process works. To date, IOWAccess has awarded $19,000 and $64,000 on this project. An additional $216,000 for implementation would bring the total award to $339,900. Dawn Ainger asked to go on record as saying the project is valid, however she is concerned about the pricing of ITE's rates; ITE's competitors in the Des Moines area will go to their legislators about this rate. Glen Dickinson moved approval; Barb Corson seconded the motion. An oral vote was taken; with the exception of one nay vote cast by Terrence Neuzil, all members voted to approve.

11. State Library Live Helper Pro Plus Package – Request for Execution Funding ($408) – Malcolm Huston.
The Iowa.gov website is being redesigned. Part of that redesign involves giving people the capability to talk to someone in a chat format. Live Helper software is the product that the State Library has chosen. Terrence Neuzil moved approval; Dan McGinn seconded the motion. An oral vote was taken; with the exception of an abstention by Barb Corson, all members voted to approve.

12. Iowa Child Advocacy Board – ICAB Online – Request for Execution Funds and First Year Hosting ($245,000 plus $3,500) – Dick Moore.
Having completed the scope and design phases, this request is for implementation funding. The Child Advocacy Board (CAB) has two volunteer programs with over 1000 volunteers. Volunteers are needed to keep track of children that have been removed from their home due to abuse or neglect (CASA program) and to assist the local Foster Care Review Board. CAB's information systems have never been centralized. A public facing website has already been created which is in the customer acceptance phase. CAB is working with ITE to create a central database that would provide information to the public as well as to courts, staff and volunteers. The CASA program serves about 1400 kids. The Foster Care Review Board holds about 4000 reviews. This is definitely a project that protects Iowa citizens and Iowa kids. Dan McGinn moved to approve funding; Terrence Neuzil seconded the motion. An oral vote was taken; the motion passed unanimously.

13. DNR Special Events Coordination – Request for Scope Analysis Funding ($20,000) – Megan Wisecup, Department of Natural Resources.
DNR offers state properties and other state managed areas for use in special events. The current process is labor intensive. DNR wants to streamline the process, have one portal, and

utilize an online events calendar. DNR intends to have a business analyst come in and review the boat docks application with the idea of re-using as much code from that application as possible. There are no fees for most special events. What is DNR's estimate of the overall cost? That cannot be determined without the analysis work.

Council members noted that this was the sole new request on the meeting agenda and discussed tabling the request for six months to allow time to develop a better set of criteria and to see what other requests were received in the meantime. Terrence Neuzil moved to table the request until at least the next meeting; Dan McGinn seconded the motion. An oral vote was taken; with the exception of one nay vote cast by Beth Baldwin, all members voted to table the request.

14. Counties Real Estate Web Portal – Request for Increase in Execution Funding ($69,120) – Ken Kline, County Real Estate Electronic Government Advisory Committee.
    During the course of this project, the Advisory Committee has encountered numerous data and policy issues. Currently all 99 county recorders are participating, but the data is not yet integrated.

    NOTE: Dawn Ainger left the meeting (the time was noted as 3:09 p.m.).

    Council members viewed some of the features of the county real estate web portal (www.crew.iowa.gov). The request for increased funding is due to unanticipated changes. This funding will complete the final phase of the project. Dan McGinn moved approval; Barb Corson seconded the motion. An oral vote was taken; all remaining members voted to approve.

    NOTE: Glen Dickinson left the meeting (the time was noted as 3:40 p.m.). With Glen's departure, there was no longer a quorum of members.

15. Discussion: Dormancy Policy and Letting State Government Know That There is a Shortage of Funds – Malcolm Huston.
    Should we be alerting people that funding is low? That question may now be mute. When Malcolm submits the list of approved projects to Mollie, he will also include a cover letter relaying what occurred at the morning meeting. When projects are approved, no money is encumbered, rather it is unofficially spoken for. Agencies do not receive money at the outset; agencies pay the bills themselves and are reimbursed afterward.

    Today's exercise was valuable as it laid a much needed foundation for justification.

    Barb Corson asked for an update on old/dormant projects. The status of old projects is now part of the spreadsheet that is available online.

    Discussion of a dormancy policy was tabled until the next meeting.

16. ITE Project Updates – Mark Uhrin.
    Mark provided an update on projects being developed by ITE with IOWAccess funds.

Mark's updates are also now part of the spreadsheet that is available online.

The Iowa School Alerts program won a national award. There are currently about 197 school districts participating. Version 2 of the application will be launched on July 15.

17. Wrap Up and Adjourn
    The next meeting is scheduled for September 10.
    There being no further business, the meeting adjourned at 4:00 p.m.