IOWAccess Advisory Council
Meeting Minutes of July 8, 2009, 1:00 PM
Hoover Building, Third Floor, Conference Rooms 329/330

D r a f t

Present: Richard Neri, Barb Corson (at 1:21 p.m.), Dan McGinn*, Sheila Castaneda*,
              Dawn Ainger*, Beth Baldwin, Terrence Neuzil, Kelly Hayworth* (at 1:10 p.m.)

Absent: Kathleen Richardson, Tom Gronstal, Randy Nyberg, Herbert Copley, Teresa
              Selberg

Guests: Malcolm Huston, Mary Hadd, Jim Nervig, Tracy Smith, JoAnn Naples, Jeff
              Kopaska, Wayne Middleton, Laura Riordan, Deb McDaniel, Mark Uhrin, Sherry
              Timmins, Michael Tutty, Paul Hermsen, Jody Benz, Amelia Adkins, Diane Van
              Zante, Rich Johnson, Jeff Van Engelenhoven

              * By phone

Council Chair, Richard Neri, opened the meeting at 1:06 p.m. Initially, there was not a quorum
of members in attendance, so agenda items were taken out of order (non-voting items were
presented) until a quorum of members was present.

1. Introductions, Approve Minutes, Changes to Reimbursement Policy – Richard Neri, Chair.
    All members and guests introduced themselves. Council members were notified of a change
    in reimbursement policy, effective July 1st, requiring receipts for all meals. Meals will no
    longer be reimbursed without a receipt. Terrence Neuzil moved approval of the May 13,
    2009 meeting minutes. Barb Corson seconded the motion. An oral vote was taken; the
    minutes were unanimously approved as written.

2. BLIC Project Update – Sherry Timmins, Dept. of Economic Development (IDED).
    Over the last year and a half, an interagency team has been working on a new BLIC web
    portal. The website is active now and seems to be well received thus far. In the near future,
    IDED will be looking at a marketing campaign. The project came in under budget, as a
    result the Dept. of Economic Development is returning $57,000 of the total amount
    approved. The Department of Management and one other agency are looking at the new
    BLIC model as a prototype for ARRA (the economic stimulus package).

3. Agile and Waterfall Software Development – Michael Tutty, Information Technology
    Enterprise.
    Michael discussed the key attributes of agile and waterfall software development within the
    context of the mission of the IOWAccess Advisory Council (presentation attached). Under
    the waterfall method, the process flows from one step down to the next. All of the steps in
    each phase are completed before beginning a new phase. In general:
    • you take on more features per iteration of the project
    • the working code is the final artifact
    • there is a predicable scope, schedule, and cost

- emphasis in waterfall is on formal steps, documentation

The agile method is a very sideways approach; all four steps are repeated over and over again. It is characterized by:
- many and smaller iterations
- working code as the primary artifact
- optional scope contract, very few pre-set goals
- emphasis on individual commitment of the people involved

The agile methodology is not as involved or as rigorous as the waterfall methodology.

Q. Is one approach more costly than another?
A. Not necessarily. It varies according to the nature of the project and the expectations.

Waterfall is like building a house from a blueprint. Agile is like building a house without knowing what type of house you want, but you know you need a kitchen, so you build that first; then you need a bathroom, so you build that next. Neither methodology works well all of the time. The methodology that Malcolm put in place a year ago is a blend of both.

For agile, it is difficult to utilize a funding control mechanism and know how much money you are going to need. It is hard to quantify an explicit return on investment.

Software Delivery
Methodologies.pptx

4. Iowa Interactive Project Update (for May and June) – Tracy Smith, Iowa Interactive. Cabins and campgrounds reservations were up in both May and June. Driver's license lookup continues to be substantially higher than 2008, but the 2008 numbers were abnormally low. Since the new legislation has been in effect for a year now, don't expect to see large increases in comparison to the year just completed.

Iowa Interactive currently provides online licensing for 19 boards. Adoption is still good, but numbers are down because this is an off year (not all licenses are annual). Licensing for plumbers and electricians is new. We are pleased with the volume and adoption thus far. The Chair expressed interest in determining what percentage of licensees is taking advantage of the new online process.

Four new projects went live in June: the Auditor's new website, the Property Assessment Appeal Board's new website, the Iowa.gov site redesign, and the Iowa Agricultural Development Authority website update.

Iowa Interactive has begun conducting a post-project survey to gauge customer satisfaction.

The Chair asked that the Iowa Interactive report be made available to council members in advance of the meeting.

5. IOWAccess Projects and Projections Spreadsheets/Monthly Report – Malcolm Huston.
    The amount of money available at this point in time, assuming continued funding for all
    previously approved projects, is sufficient to fund the projects before the Council today.

    A suggestion was made to add definitions for commonly used terms (obligated, unobligated,
    etc.).

6. Department of Public Safety (DPS) Breath Alcohol Program Records – Request for Planning
    Funds ($60,000) – James Bleskacek, DPS.
    This is the same funding request that was submitted to the Council at the May meeting; at
    that time, the request was denied. What components of the application have changed since
    the May meeting?

    DPS was asked to provide additional documentation. They also contacted the news media to
    determine their level of interest. Many indicated they would be interested in the data. DPS
    also added a feature that helps a person gauge his/her own potential blood alcohol. DPS
    spends a lot of time answering discovery requests and that process is very time and labor
    intensive.

    Council member comments:
    •   Not sure this is valuable to the general public.
    •   The average citizen doesn't benefit.
    •   This is an operational efficiency within the department.
    •   These are internal management issues.
    •   There is a lot of functionality just for DPS and law enforcement.

    Dan McGinn made a motion to approve funding; Barb Corson seconded the motion. A roll
    call vote was taken, as follows:

    Dawn Ainger - Aye
    Sheila Castaneda - Nay
    Dan McGinn - Aye
    Kelly Hayworth - Aye
    Beth Baldwin - Nay
    Terrence Neuzil - Nay
    Barb Corson - Aye
    Dick Neri - Nay

    The motion failed for lack of a majority.

7. Department of Natural Resources (DNR) Special Events – Request for Execution and
    Hosting Funds ($152,500) – Jeff Kopaska, DNR.
    DNR hosts approximately 2000 events on state property each year. The process is currently
    paper based (each bureau has its own form), there is very little coordination, and information
    flow to the public is very poor. DNR would like to utilize an online application for all events

and plans to use the new E-payment system when the portal is ready. Scope analysis and planning for the project are already complete. DNR has already contributed staff time and completed and issued an RFP. One proposal has been selected, pending a decision by the IOWAccess Advisory Council.

DNR is seeking $152,500 for execution and first year hosting. The projected start date is July, 2009; completion is anticipated in November, 2009.

Barb Corson moved approval of funding; Beth Baldwin seconded the motion. A roll call vote was taken, as follows:

Beth Baldwin – Aye
Terrence Neuzil – Aye
Dick Neri – Aye
Barb Corson – Aye
Dawn Ainger – Abstain
Dan McGinn – Aye
Kelly Hayworth – Aye
Sheila Castaneda – Aye

The motion was approved.

Council members were granted a short break. The meeting reconvened at 3:01 p.m. with a quorum still in attendance.

8. Legislative Services Agency (LSA) – Iowa Code and Rules Easy Navigation and Search – Request for Scope Analysis Funds ($20,000) – Jeff Van Engelenhoven and Richard Johnson, LSA.
LSA provides legal, fiscal, and computer services to the General Assembly. The agency is charged with publishing the law (both in print and electronic format) for all three branches of state government. They also provide basic law to the public; their mission is to continually review citizen access to Iowa law to see if there is a better way to deliver the information. One area of emphasis is the shift from paper copies to electronic files.

LSA has adopted an SQL server database to capture all of the information. Extensive development continues. By March 2010, LSA plans to publish documents in a variety of formats. Today's proposal seeks funding for enhancements to improve system access. LSA wants to create a bridge between the Iowa Code and the Iowa Administrative Code so that the two bodies of content are cross referenced. There would be a uniform indexing taxonomy; items would be embedded with an index tag. Changes to the Iowa Code or Administrative Code would be more transparent and straight forward.

Q. Is there any ballpark figure of the future cost?
A. Possibly a million, but LSA would only ask for $300,000.
Q. Where would the other funding come from?
A. We hope the General Assembly will bear the cost.

Q. Have any other states done this and what has their experience been?
A. Other states have developed databases, but not many have married them to administrative rules or court rules or developed searching or indexing.
Q. How will the Code be converted? Will that be a manual process?
A. There will need to be a lot of manual process involved. The first pass will require an extensive amount of human interaction.
Q. Who will do that and is that cost included in the overall price tag?
A. We hope to determine that in the scope analysis phase. Deliverables and timeframes are still being determined.

Barb Corson moved approval of funding; Beth Baldwin seconded the motion. An oral vote was taken; the motion passed unanimously.

9. Department of Management (DOM) – Local Government and Annual Reporting Database – Expansion to School Districts – Request for Scope Analysis Funding ($30,000) – Jim Nervig, DOM.
The original project did not encompass city or school district budgets. We want to expand the system to K-12 school districts. Bringing the school budgets into the online application will be easy, but incorporating the school aid formula component will be challenging.

Q. What was your experience in transitioning the counties to the new system?
A. Some aren't pleased, but most are comfortable with it. Every county budget is now online. Schools would be required to submit their budgets online; it would not be optional. Schools would probably adapt better than other groups.

Terrence Neuzil moved approval of funding; Dan McGinn seconded the motion. An oral vote was taken; the motion passed unanimously.

10. Department of Public Safety (DPS) – Iowa Sex Offender Registry Change Request ($25,000) – Mary Hadd, Information Technology Enterprise (ITE).
The Sex Offender Registry website needs to be updated. The changes are needed due to new federal and state laws. The information page has changed dramatically.

Q. What is the change and what work will ITE be doing and what work will be done by the third party vendor?
A. By law, we must now display the offender's home address, in addition to any other address (such as work or school). All vehicles owned by the offender must be listed.
Q. Is the change request for all three phases?
A. It is for implementation.
Q. Is this currently an active site?
A. Yes.
Q. Usually when the Council funds something, it funds the initial development and expects the host department to fund enhancements or changes.
A. This is more of a major change and is being done to provide more information to the public. New laws have come into effect and we have to be in compliance.

Beth Baldwin moved approval of the funding request; Dan McGinn seconded the motion. A roll call vote was taken, as follows:

Dawn Ainger – Aye
Sheila Castaneda – Aye
Dan McGinn – Aye
Kelly Hayworth – Aye
Beth Baldwin – Aye
Terrence Neuzil – Aye
Barb Corson – Aye
Dick Neri – Aye

The motion carried unanimously.

11. Draft IOWAccess Advisory Council By-Laws – Beth Baldwin, Subcommittee Chair.
    The subcommittee met on June 24 and compared the by-laws to the statute. There is a new draft of the by-laws, but it is not ready for distribution yet. The next subcommittee meeting is scheduled for July 24. Michael Tutty's presentation on agile and waterfall software development was one of the issues that needed to be more clearly understood before moving forward.

12. ITE Project Updates – Mark Uhrin, ITE.
    Criminal history – currently testing with the customer
    IGOV boards and commissions – testing with IGOV. Dawn asked Mark to provide deliverable byproducts on this project.
    DNR boat dock registration is online
    DNR hunter safety education is in production
    DNR turn in poachers is complete and in production
    Weatherization assistance – started user acceptance testing

13. Wrap Up and Adjourn – Dick Neri, Chair.
    The next meeting is September 9, 2009.
    There being no further business, the meeting adjourned at 4:08 p.m.