IOWAccess Advisory Council
Meeting Minutes of November 4, 2009, 1:00 PM
Hoover Building, Level B, Conference Room 2

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Note: To conserve time and expense, Council members were offered the opportunity to participate in the meeting via online conferencing. Those who chose to participate in person did so from the Hoover Building, Level B, Conference Room 2.

Present: Richard Neri*, Barb Corson, Kathleen Richardson, Terrence Neuzil*, Tom Gronstal*, Randy Nyberg*, Terri Selberg*, Kelly Hayworth*, Sheila Castaneda*, Dawn Ainger, Herb Copley*, Dan McGinn*

Absent: Beth Baldwin

Guests: Wayne Middleton, Jodi Evans, Teresa McMahon, Jon Murphy, Kent Hartwig, Darrell Fremont, Rich Johnson, Mark Uhrin, John Gillispie, Malcolm Huston, Jeff Van Engelenhoven, Deb McDaniel, Sue Ging, Deb Krueger, Amelia Adkins, Mary Hadd, Diane Van Zante

  * Online/by phone

Council Chair, Richard Neri, opened the meeting at 1:05 p.m. and noted that a quorum of members was present.

1. Introductions, Approve Minutes, 2010 Meeting Schedule – Richard Neri.
    Members and guests introduced themselves. Terrence Neuzil moved approval of the September 9, 2009 meeting minutes; Sheila Castaneda seconded the motion. An oral vote was taken; the minutes were unanimously approved as written. Calendar year 2010 meeting dates were proposed and generally accepted:

    January 13, 2010
    March 10, 2010
    May 12, 2010
    July 7, 2010
    September 8, 2010
    November 10, 2010

2. Iowa Interactive Project Update – Wayne Middleton, Iowa Interactive.
    In September, transaction volume for the campground reservation application was down a bit compared to last year. This is part of the normal trend for this time of year. Driving record queries were up about 13% compared to the same period last year. Projects that went live in September: Driver's license lookup change request, Iowa Clean Cities Coalition website, and the Insurance Division Office of Consumer Advocacy website. In October, campground reservations were down, likely due to the weather. Driving record queries were up 5% compared to last year. Ninety-five percent of all professional licenses renewed in October

were completed online. Projects that went live in October: Iowa Board of Regents website redesign, Governor's Office website redesign, and the IOWAccess website redesign.

3. IOWAccess Projects and Projections Spreadsheets/Monthly Report – Malcolm Huston. The Legislature generally appropriates one million dollars to the IOWAccess fund. Normally, the money is received in installments of $83,000 for each of the first three months of the fiscal year, with the remainder received the fourth month. This year, the fund received $83,000 the first two months and the remaining amount in September. Unobligated funds currently stand at $830,000. More than $900,000 is being requested for projects under consideration today.

4. State Historical Society of Iowa (SHSI) - State Historical Society Museum Content Management System – Request for Full Project Funding ($20,235) – Jodi Evans, SHSI. This item was tabled from the September IOWAccess Advisory Council meeting. The State Historical Society is interested in purchasing a museum specific content management system to make content and images available online. Online content would allow public viewing of the approximately 115,000 items that are not on exhibition, such as fossils, political campaign buttons, fine art, furniture, cars, paintings, clothing, etc. The Society is trying to create a snapshot of life in Iowa at any given time. Sheila Castaneda moved approval of the requested funds. Barb Corson seconded the motion. An oral vote was taken; the motion was approved unanimously.

5. ITE-American Recovery and Reinvestment Act (ARRA) Project – Execution Change Request ($175,000) – Teresa McMahon, Department of Management and Jon Murphy, Governor's Office.
Jon informed the Council that Teresa and he serve as co-leads for the implementation of ARRA (federal stimulus money initiative) for the State of Iowa. Transparency and accountability are major components of the program. A group has been formed to help ensure adherence to the numerous and complex requirements. The ITE team has worked long hours and days to fulfill the reporting requirements. The Council initially approved funding of $125,000 which paid for development of the reporting application, the collaboration application, and the ARRA website (www.iowa.gov/recovery). The website specifies what funds have already been obligated, to whom, and what monies have already been expended. The project is ongoing, so requires additional funds to build on the success that has already been achieved and to make Iowa's application one of the best in the nation.

Discussion:
Q: Is the additional work needed to meet federal requirements or is it something that would be nice to do or makes sense to do?
A: Reporting and the website are required. We must have a reporting application and a website.
Q: From this point forward, is it optional or required?
A: The reporting application that has already been built needs to be modified. We want to move beyond the website to more of a dashboard that allows citizens to drill down to a greater level of detail. The reporting application and website need to be enhanced.

Council member (C): Having received ARRA funds, I am familiar with the reporting requirements. The federal government is concerned about transparency. Some of the IOWAccess funds may have been used to facilitate State reporting to the federal government. It is not the mission of this Council to fund that type of activity. Having spoken to personnel at the Governor's Office and the Ethics and Campaign Disclosure Board Office with regard to the Council's role in reviewing funding requests, both entities indicated that it is within a Council member's right to seek more in-depth information. Two requests for additional information have gone unanswered by ITE. The website wasn't really for the citizens of Iowa, it was a mandate from the federal government.

Presenter (P): The data that was uploaded to the federal site is data that is intended for Iowans and people all over the country. Building the reporting application enabled our data to be uploaded to the federal site. It was to meet a mandate, but also to build the transparency and accountability that is required.

C: It shouldn't be that costly to prepare for the second reporting period.

P: No IOWAccess funds went to the Department of Management. All of it was spent on ITE related activity and ITE did a thorough job of detailing how it was spent.

C: Prior to approval of additional funds, we should know what is being planned.

P: It is difficult to know what the changes will entail. We are building the dashboard as we go. Part of the process is hindered by the urgency of the project.

C: The Council seeks the same transparency that the federal government does. We have no indication how the first $125,000 was spent and have asked for that detail.

P: I know that information is available. There is more of a plan now than there was at the time of the initial request.

C: The Council requires fairly specific plans from all of its grantees and is accustomed to seeing details, but hasn't received that information. This is out of the ordinary, not the way the Council typically conducts business.

Q: What is the going rate per hour for work?

A: $113.00 per hour; that is the cost to provide the service, not the employee's hourly wage.

C: Based on an estimate of 1200-1500 hours of additional work, the math does not work out to $113.00 an hour.

C: Requirements and a test plan are needed to ensure the money is well spent. Without a plan, it is difficult to know how the money will be utilized. The Council needs the same transparency that the State provides to the federal government. There is no indication how the $175,000 will be spent, which is especially important when state agencies are experiencing drastic cuts.

P: We will work with you to supply the information that you seek. A major component of this project is accountability and transparency for Iowans. When the Federal Recovery Act was passed, it was done so with a set of huge expectations.

C: I would be more comfortable approving the requested funds after we see a plan.

C: Why wasn't this group required to bring a plan, similar to all of the other applicants? This seems like an additional amount for an entirely new project.

C: The concern is that we gave the first grant based upon the urgent reporting timeline. That turned out to be a good decision. The Council is concerned that $175,000 is being requested without any indication how it will be spent.

NOTE: Dawn asked to see documentation from the first award ($125,000) to review how that money was utilized.

C: I don't feel that I have enough information to make a decision. It is not clear what the federal government requires.

Malcolm suggested that the sponsors be given an opportunity to provide additional documentation and to present it at the next Council meeting.

P: The project that IOWAccess already approved is very important. The funding made a colossal difference. This project is absolutely essential and unique because of the way it exhibits transparency between the State and the federal government. It lets Iowans see how these dollars are being spent. Please provide more direction on the type of documents you want to see; there was no indication of that requirement prior to this.

P: By creating the application in-house, we have utilized the funds in a much more cost effective manner. There is an amazing group of people here in ITE.

C: Please furnish the plan, the hours, and the design documents, etc.

P: All of that information is available.

C: The Council has never audited projects that are already complete and it is not attempting to do that now. There is no problem with the project itself, it simply lacks detail as to how the funds will be used. Based on that, if the sponsors would reapply and provide more detail, the Council would be happy to entertain the request and give it due diligence.

Kelly Hayworth moved that the request be tabled to the next meeting; Terrence Neuzil seconded the motion. An oral vote was taken. The Council cast a unanimous vote to table action on this matter.

At this time, Dan McGinn joined the meeting. For clarification purposes, it should be noted that Dan did not cast any votes prior to this point in the agenda.

6. Iowa Department of Veterans Affairs (IDVA)-Dynamic Forms – Request for Execution Funding ($96,276) – Kent Hartwig, IDVA.
Approximately one year ago, Iowa Interactive designed a new website for the Department of Veterans Affairs. It is one of the best in the nation. IDVA has applications for many state benefit programs and wants to add interactive, dynamic forms to the site. The estimate for implementation is 852 hours at $113.00/hour.

Benefits:
- Will expedite applications and the entire process
- Veterans are an increasingly technologically savvy population and some prefer completing applications online
- IDVA anticipates up to 750 veterans and counties will utilize the online applications annually
- Counties will be able to apply for benefits while the veteran is in their office
- Searchable database will allow IDVA to have an updated address for veterans and will be able to identify veterans from a certain demographic, allowing IDVA to send them updated benefit information.
- Reduces margin of error for processing application

Dawn asked that the design documents be mailed to her. Statistically speaking (looking at the numbers), Dawn believes this project stands a high chance of success.

Dawn Ainger moved approval of $96,276 for the Department of Veterans Affairs project; Terri Selberg seconded the motion. An oral vote was taken. The motion was unanimously approved.

7. Iowa Department of Veterans Affairs (IDVA)-Dynamic Forms – Request for Hosting Funds ($3,600) – Kent Hartwig, IDVA.
This is simply a separate request for first year hosting funds for the project discussed in agenda item number six. Dawn Ainger moved approval; Dan McGinn seconded the motion. An oral vote was taken. The motion was unanimously approved.

8. Iowa Child Advocacy Board (ICAB)-ICAB Online – Execution Change Request ($295,900) – Darrell Fremont, Information Technology Enterprise and Dick Moore, ICAB.
A change request is being submitted because of a change to the business requirements of the application discovered during requirements gathering, resulting in added complexity. The first estimate was to code a web service, but the web service design did not work with the Laserfiche product, so we had to design an interface to make the process completely paperless. One of the goals of this project is to recruit more volunteers to provide a safety net for the child welfare system and to make each volunteer's job easier by providing instant access to the information he/she needs. Another goal is to move ICAB into the current era and reduce reliance on paper based systems. The project should be code complete the second week of December. In January, it will be ready for the customer to test. July 1 is the anticipated go live date.

Barb Corson moved approval; Dawn Ainger seconded the motion. An oral vote was taken. The motion was unanimously approved.

9. Legislative Services Agency (LSA) - Iowa Code and Rules Easy Navigation and Search – Request for Execution Funding ($325,000) – Rich Johnson, LSA and Jeff Van Engelenhoven, LSA.

Before proceeding with this item, roll call was taken to verify attendance. All previously participating members responded, with the exception of Herb Copley.

LSA's ultimate goal is to improve citizen access to and understanding of the relationship between the Iowa Code and the Iowa Administrative Rules. Having already completed the scope analysis and planning phases, today's request is for execution funds and will be used to create a uniform index for the Iowa Code and the Iowa Administrative Rules and to develop enhanced electronic indexing capabilities. A unified index will allow a user to query by topic or term and greatly improve the end users search and browse experience.

Q: What will be created?
A: A user interface between the Iowa Code and the Iowa Administrative Rules.

Q: How long will it take to implement?
A: The last phase should be complete by February, 2011.
Q: Who is going to do the work?
A: A combination of LSA computer services staff, subject matter experts in the Iowa Code office, and contractors.
Q: Who primarily uses this system?
A: Any citizen could use the system. Executive branch agencies would be one user group.

Project costs include:
- Conversion of existing indexes
- Web application development
- Search integration and content indexing
- Custom document collections APIs
- Web based testing tracking
- Project management
- Documentation

The total cost of this project is $965,000. LSA is requesting only partial project funding of $325,000 from the IOWAccess fund.

Additional discussion:
Council member (C): The Council has expressed frustration in not knowing what projects are coming around the bend. We have talked about ways to mitigate that risk, but not found a solution. At a recent meeting where I was present, there was some discussion of approaching the IOWAccess Advisory Council for funds for an electronic health records project that includes an approximate nine-to-one federal/state match. If the State can't supply the match, the State won't get the federal funds. That is going to be very difficult. The Council may want to consider whether it is prudent to allocate a large amount such as this and risk not having funds available for projects with lucrative matching dollars.
C: Private medical information is not in line with the Council's mission. It is not citizen access to government information.
Q: Did the Council previously fund a search engine?
A: The only search engine funded by the Council was the Google application on the State of Iowa website.
P: If there are any, LSA is interested in knowing.
C: In this economy, it is important to look at projects that have the most merit.
C: The Council is looking at possible prioritization processes.

Roll call was taken to verify attendance. Those responding were Richard Neri, Barb Corson, Kathleen Richardson, Terrence Neuzil, Tom Gronstal, Randy Nyberg, Kelly Hayworth, Sheila Castaneda, Dawn Ainger, Dan McGinn, and Terri Selberg.

Barb Corson moved approval of the funding request; Kelly Hayworth seconded the motion. An oral vote was taken and verified by the meeting recorder, as follows:

Nays – Dawn Ainger

Abstentions – None
Ayes – All others

The motion carried.

Mary Hadd, ITE, reported some late breaking news. The Department of Public Safety held a press conference earlier today to announce the launch of the new sex offender website. Credit was given to IOWAccess for funding the project.

At this time, Kelly Hayworth disconnected from the call.

Council members were granted a short break; the meeting subsequently resumed at 3:58 p.m.

10. ITE Project Updates – Mark Uhrin, Information Technology Enterprise.

Agency	Project Short Name	Status
Department of Public Safety	DPS-Criminal History Online-2-Execution	Customer's vendor has additional issues to correct in the data delivery. Once completed, we will complete screens to move application to the new E-Payment provider. This will be the first project to use the new processing service.
Information Technology Enterprise	ITE-School Alerts Notification System-3-Hosting	School Alerts continues to grow and be used on a widespread basis. 233 School Districts enrolled with 20,552 Users. For new school year starting 8/09 we have sent 133 notifications. There were 69,789 mailings generated for the new school year. Added geographical presentation of school alert data. Looking into phone based notifications via another vendor. That could be an added service or a subscription service.
County Real Estate Electronic Government Advisory Commission	LOC-County Real Estate Electronic Government Advisory Committee Web Application-3-Implementation	Application live. Provide support to the customer as requested.
Department of Public Safety	DPS-Iowa Sex Offender Public Registry-3-Implementation	Target move to Production on November 3rd.
Office of the Governor	IGOV-OpenUp.Iowa-3-Execution	Continue to make progress on administration and submission of applications. Targeting code complete for December.
Veterans Affairs	IDVA-Dynamic Forms-2-Planning	Planning completed. Execution request pending
Iowa Child Advocacy Board	ICAB- ICAB Online-3-Execution	Continuing toward an end of Sept code completion.
Department of Human Rights	DHR- Weatherization Assistance Program-1,2,3 -Development	Customer user acceptance testing has been completed. Waiting for customer to return from leave for final signoff and move to Production.

Information Technology Enterprise	DAS-American Recovery and Reinvestment Act(ARRA) Recovery Website–1 & 2-Scope Analysis & Planning	Completed submission of first live reports to Feds. Collaboration application has been presented to customer for testing. Beginning enhancements to simplify reporting processes and reduce submitter errors.
Information Technology Enterprise	DAS–Transparency: Searchable Budget Database-1-Scope Analysis	No progress.
Iowa College Student Aid Commission	CSAC-College Student Aid Portal–3-Execution	Provided initial deliverables in accordance with schedule and functionality. Continuing to work on integration of disparate applications.
Department of Management	DOM-Local Government and Annual Report Database-Expansion to School Districts-1-Scope Analysis	Continuing to work with customer on documenting current processes and reports.

11. DRAFT IOWAccess Advisory Council By-Laws Update – Beth Baldwin, Committee Chair. Members should have received a copy of the most current draft earlier this week. In Beth's absence, Sheila Castaneda provided an update. The committee listened to the recommendations voiced at the last IOWAccess meeting. As a result, language calling for 50% of funds to be used for enterprise projects was deleted and other minor changes were implemented.

Tom Gronstal moved approval of the by-laws with noted changes; Barb Corson seconded the motion. An oral vote was taken and verified by the meeting recorder, as follows:

Nays – None
Abstentions – Dawn Ainger
Ayes – All others

The motion carried.

12. Wrap Up And Adjourn – Richard Neri, Chair.
The next meeting is scheduled for January 13, 2010.

Council members were asked to comment on the use of online conferencing for today's meeting. Feedback was favorable.

There being no further business, the meeting adjourned at 4:12 p.m.