

**IOWAccess Advisory Council
Meeting Minutes of March 8, 2006, 1:00 PM
Hoover Building, Level B, Conference Rooms 2 and 3**

Final

- Present: Sheila Castaneda, Quent Boyken, Herb Strentz, Mary Maloney, Thomas Gronstal, Kelly Hayworth*, Barbara Corson, Glen Dickinson*
- Absent: Dick Neri, David Redlawsk, Marsha Ternus, Lawrence Lentz, Bob Brunkhorst, Jeff Danielson, Vicki Lensing, Miriam Ubben, Tina Schmidt
- Guests: Kay Arvidson, Rochelle Little, Larry Murphy, Ken Kline, Jim Rice, Mark Uhrin, John Gillispie, Tom Shepherd, Diane Van Zante (recorder)

* participated by phone

Council Chair, Sheila Castaneda, opened the meeting and noted that a quorum of members was in attendance.

1. Approve Minutes – Sheila Castaneda.
Herb Strentz and Barbara Corson moved approval of the January 11, 2006 meeting minutes. An oral vote was taken, unanimously approving the minutes as written.
2. Finance Report – Denise Sturm.
Denise was called away, so could not attend today to provide an overview of the January IOWAccess financial statements. ITE will follow-up after the meeting and ask Denise if there are any particular areas of concern and forward that information to the Council. DMVR fees appear to be up. Unobligated cash at the end of January was \$1,095,790.

The Chair asked for an update on the purchase of in-car computers for the Department of Public Safety (DPS). The equipment has been ordered and is being installed. The Information Technology Enterprise (ITE) hopes to have DPS appear at a future meeting to provide a more detailed report.

The Council asked for an update on the full-time position created to support IOWAccess. ITE has been working with the Human Resources Enterprise to add a project management selective to the job description. The project management selective had to be created first and was just recently completed. The Position Description Questionnaire is currently being reviewed to determine which classification is appropriate. The position will then be posted to the state's job website. John Gillispie hopes ITE will have the person on board before the end of the fiscal year. Is there any possibility of contracting this function through Iowa Interactive? That is not an option, as part of the new person's role will be to audit Iowa Interactive.

3. Update on Legislative Actions and Iowa Interactive Contract – John Gillispie.
On an annual basis, we receive a \$1 million appropriation from the sale of driver's license records. That portion of the budget will likely pass without any problem. Sheila mentioned

that the annual report was very well done and highlighted the Council's successes. Herb Strentz asked if the legislature was becoming more knowledgeable about E-government. John does not believe that anyone in the legislature is championing that effort. After the next election, we will make more of an effort to educate our legislators. Is it appropriate for council members to meet with legislators to increase their awareness? Council members may educate, but not lobby (clarification: unless they register as a lobbyist).

Public CIO Summit – We had hoped to hold the second CIO Summit in April. That initiative is moving forward, but may not jell by April.

MOU for Local Government Projects – Background: At the January IOWAccess Advisory Council meeting, the Council discussed using IOWAccess funds to help local governments. The Council recommended a signed agreement between DAS and the recipient of the funds. ITE was asked to draft an MOU template for this purpose. Status report: Development of the template is not yet complete.

4. County Real Estate Electronic Government Advisory Committee (Local Government Funding Request) – Ken Kline, Cerro Gordo County Auditor.
Ken is the Chair of the County Real Estate Advisory Committee. The Legislature adopted House File 882 a year ago, requiring the development of a plan to integrate the websites/web portals used by the four offices in each county that house real estate data (treasurer, assessor, recorder and auditor). Each of the four web portals exists independently and is self-supporting, but would be linked together by an additional portal. The new portal would not house any information itself, it would simply know where to go to get the information. The County Real Estate Advisory Committee wants to access all the data that exists electronically and put it on one portal so the public can access real estate information seamlessly. The initial funding request did not specify an amount of money, however an estimate of \$25,000 was subsequently submitted for the planning/analysis phase. The funding would create a one stop shop and allow retrieval of information in a consistent format. The Council asked if there would there be an additional request for money sometime in the future. Ken responded that there would be an implementation phase request, possibly also a request to cover hosting fees. Herb Strentz moved approval of \$25,000 for phase one analysis; Kelly Hayworth seconded the motion. Discussion: The Committee's cover letter raises some issues about a conflict of interest for Iowa Interactive. Iowa Interactive has separate, existing contracts with some of the four groups; for them to participate in the joint project would constitute a conflict of interest. IOWAccess would fund the project, but ITE staff would complete the work. An oral vote was taken on the motion. Mary Maloney abstained (she serves on the County Real Estate Advisory Committee); each of the remaining council members voted to approve the funding. Ken hopes that the project can be completed in three to six months.
5. Funding for "School's Out" Application – Mark Uhrin.
Initial discussion of the "school's out" application occurred at a previous meeting. ITE is partially through the piloting phase. The total cost of the project appears to be \$75,000, \$25,000 of which was paid by the small projects fund. Waukee Community Schools is very interested in the application. ITE's system would handle closures, late openings, etc. as well as notification to the media. This would be a statewide system, so would be available all across the state. Do we really need this, as word already tends to spread quickly without it?

Radio and TV stations do public service announcements soon after the decision is made. Does this application bring extra value for the money we're going to spend? There is value in the administrators' time (he/she only has to notify one place, rather than several) and notification can be made via e-mail to a cell phone. WHO and KCCI offer this service, but it is difficult to get the message across in rural areas. The system could be used for other purposes such as court house closings. In the event of an attack or similar event, it would also provide speedy notification. How will school districts and parents be notified of the availability of this resource? ITE will work through the Department of Education and let the school districts disseminate the information to their own parent populations. Development costs are expected to run about \$75,000, however the service would be free to school districts. Would the Council be asked to fund the ongoing costs? John indicated it was likely that the Council would be asked to fund ongoing hosting costs. He is also concerned about media reaction and wants to be very careful in that regard. Quent Boyken and Tom Gronstal moved approval of \$75,000 in funding, with \$25,000 of that amount to be returned to the small projects fund. An oral vote was taken and unanimously approved.

6. Additional Funding for Department of Management (DOM) Local Budgets – Mark Uhrin. DOM's project for electronic submission of local budgets overran its budget by \$769.81. Tom Gronstal and Barbara Corson moved approval of the additional amount. An oral vote was taken on the motion and unanimously approved.
7. ITE Project Updates – Mark Uhrin. Mark provided several updates. Among them, the contact for the child development home registration renewal project has requested that ITE stop development as the Department of Human Services might gain the same functionality via another RFP. Originally they asked for \$199,000 and have already spent \$117,000. Mark's staff is also working on a project for the State Fire Marshall's Office that is based on the system created for restaurant inspections.

Council members asked to see the job description for the IOWAccess position. Tom Shepherd will send that out. The Council expressed an interest in having one of the members assist in the selection process. Barbara Corson volunteered to be the Council's representative.

8. Iowa Interactive Report – Rochelle Little, Iowa Interactive. The campsite reservation system was launched on February 13 with a big bang and has been tremendously successful. There is local interest in the campground reservation system, such as from Polk County. There were only 10 states that didn't have a reservation system; Iowa is no longer on that list.
9. Wrap Up and Adjourn – Sheila Castaneda. Tom Shepherd has compiled a white paper on domain names and indicated that he would share it with council members.

The next council meeting is scheduled for May 10, 2006.

There being no further business, the meeting adjourned at 2:28 p.m.