



INFORMATION TECHNOLOGY PLANNING COUNCIL

67th Montana Legislature

MEMBERSHIP

Susan Fox, Chairperson
Sen. JP Pommichowski
Rep. Braxton Mitchell
Marilyn Miller
Carolyn Tschida

MEMBERSHIP

Amy Carlson
Angus Maciver
Dale Gow
Jason Brown
Kevin Gilbertson
Emil Glatz

COMMITTEE STAFF

Lindsey Krywaruchka
Sky Foster
Angie Carter

MINUTES LOG

January 19, 2022
Room 102
Helena, Montana

Please note: This document is a Minutes Log and provides annotation of the time elapsed between the beginning of the meeting and the time at which the item was presented or discussed, a motion was made, or a vote was taken. The narrative presented here is provided only as a guide to the audio or video recording of the meeting. The official discussion, motion, or vote is available on the audio or video archive of this meeting. The Legislature does not prepare a transcript of the meeting activities. The time designation may be used to locate the referenced discussion on the audio or video recording of this meeting.

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MEMBERS PRESENT:

Susan Fox, Chair
Amy Carlson
Kevin Gilbertson
Emil Glatz
Dale Gow
Angus Maciver
Marilyn Miller
Sen. JP Pommichowski (D)
Carolyn Tschida

MEMBERS EXCUSED:

Jason Brown
Rep. Braxton Mitchell (R)

STAFF PRESENT:

Lindsey Krywaruchka
Sky Foster

AGENDA (Attachment 1)

CALL TO ORDER/ROLL CALL

13:00:24 Susan Fox, Chair, called the meeting to order at 13:00 PM and took roll.

WELCOME, INTRODUCTIONS & REVIEW OF PLANNING COUNCIL'S STATUTORY ROLES AND RESPONSIBILITIES

13:01:27 Susan Fox, Chair, reviewed the council's statutory roles and responsibilities.

REVIEW AND ADOPTION OF PROPOSED PLANNING COUNCIL OPERATING GUIDELINES

13:05:01 Susan Fox, Chair (**Exhibit 1**)

13:06:14 Ms. Carlson discussed her proposed suggestions for modifying how the ITPC would operate and welcomed council discussion on the suggestions. (**Exhibit 2**)
Note: Exhibit 2 can be heard discussed at 13:06:14 in the video recording of the meeting.

Council Discussion of the Proposed Changes

13:10:36 Ms. Miller
13:11:02 Ms. Carlson
13:11:46 Ms. Miller
13:12:10 Ms. Carlson
13:12:48 Ms. Miller
13:13:01 Susan Fox, Chair
13:14:34 Ms. Miller
13:14:49 Ms. Carlson
13:15:07 Ms. Miller
13:15:27 Susan Fox, Chair
13:16:49 Sen. Pomnichowski
13:17:23 Ms. Carlson
13:19:03 Sen. Pomnichowski
13:19:46 Mr. Maciver
13:23:01 Ms. Miller
13:24:43 Susan Fox, Chair
13:25:30 Ms. Carlson
13:27:22 Susan Fox, Chair
13:27:39 Ms. Miller

Motion

13:27:58 Mr. Maciver moved to adopt the Operating Guidelines as originally put forward.

Vote

13:28:05 The motion passed unanimously on a voice vote.

13:28:15 Susan Fox, Chair, provided concluding remarks on the operating guidelines and proposed changes.

UPDATE FROM INFORMATION TECHNOLOGY SERVICES DIVISION, DEPARTMENT OF ADMINISTRATION

13:28:37 Kevin Gilbertson, State Chief Information Officer, DOA

Council Questions

13:43:59 Mr. Maciver asked Mr. Gilbertson and Mr. Gow about the aspects that were discussed that would be more significant in the Legislative Branch.

13:48:03 Susan Fox, Chair, provided closing comments.

REVIEW OF 2022/23 IT PLAN AND OLIS PROJECTS FOR THE FY 2022/2023 BIENNIUM

13:48:28 Susan Fox, Chair

2021 Biennium Review

13:48:44 Dale Gow, Chief Information Officer, Legislative Services Division
(Exhibit 3) (Exhibit 4)

LAWS II

13:54:30 Lindsey Krywaruchka, Operations Services Manager, Legislative Services Division

LAD Audit Management Software

13:57:08 Lindsey Krywaruchka, Operations Services Manager, Legislative Services Division (Exhibit 5)

13:58:33 Angus Maciver, Legislative Auditor, Legislative Audit Division

Service Desk Reboot

13:59:05 Sky Foster, Advanced Technical Services Manager, Legislative Services Division
(Exhibit 6)

Council Questions

14:05:03 Mr. Maciver asked Mr. Foster to elaborate on the differences between providing technical support during legislative sessions vs. interim sessions.

14:06:02 Susan Fox, Chair, asked Mr. Foster about different types of technical support in different environments: legislative session vs. interim session.

Legislator Portal

14:07:18 Susan Fox, Chair

Council Questions

14:09:08 Ms. Tschida asked about the application enabling to view bill schedule.

Audio Video

14:10:41 Dale Gow, Chief Information Officer, Legislative Services Division

14:11:05 Lindsey Krywaruchka, Operations Services Manager, Legislative Services Division ([Exhibit 7](#)) ([Exhibit 8](#))

Council Questions

14:16:22 Mr. Maciver asked Ms. Krywaruchka for clarification about the hours reflected in the column entitled “# Event Hours Other (Non-Streamed).” (see Exhibit 8).

14:16:56 Mr. Maciver asked Ms. Krywaruchka to define the hours reflected in the column entitled “# Event Hours Non-Legislative.” (see Exhibit 8).

14:17:17 Mr. Maciver asked Ms. Krywaruchka to define the hours reflected in the column entitled “# Event Hours Legislative.” (see Exhibit 8).

14:18:21 Susan Fox, Chair, commented on variability of the hours on month-to-month basis.

14:18:41 Ms. Krywaruchka elaborated on the hours used by staff that Mr. Maciver was asking about.

14:19:41 Mr. Gow talked about the internal work that was taking place within the network department and development. Mr. Gow provided concluding remarks about the Review of 2022/23 IT Plan and OLIS Projects for the FY 2022/2023 Biennium.

STRATEGIC PLANNING FOR 2024/25 IT PLAN

14:20:32 Susan Fox, Chair

14:21:53 Ms. Carlson requested the council go over the previous strategic plan at the next council meeting. Ms. Carlson was referring to the section of the plan dealing with outcomes and projects/processes within key results areas. (see Exhibit 4)

Needs Assessment Data Collected & Data Analysis

14:22:37 Lindsey Krywaruchka, Operations Services Manager, Legislative Services Division (referenced Exhibit 4)

Council Discussion

14:26:05 Mr. Maciver

14:27:31 Susan Fox, Chair

14:28:11 Ms. Carlson

14:29:51 Susan Fox, Chair

14:30:31 Sen. Pomnichowski

14:32:39 Ms. Tschida

14:33:47 Susan Fox, Chair

14:34:02 Ms. Krywaruchka

14:36:52 Susan Fox, Chair

OLIS TOPICS FOR DISCUSSION

14:37:36 Susan Fox, Chair

14:37:53 Mr. Gow asked Ms. Carlson to elaborate on her earlier request to go over the previous strategic plan at the next council meeting. Ms. Carlson provided explanation.

Legislator Devices

14:38:50 Dale Gow, Chief Information Officer, Legislative Services Division
14:39:29 Sky Foster, Advanced Technical Services Manager, Legislative Services
Division (**Exhibit 9**)
14:40:41 Susan Fox, Chair
14:42:12 Mr. Gow

Council Discussion

14:44:04 Ms. Carlson
14:44:36 Mr. Gow
14:45:19 Ms. Miller

Legislator Email

14:47:55 Dale Gow, Chief Information Officer, Legislative Services Division

Council Discussion

14:49:16 Sen. Pomnichowski
14:52:42 Susan Fox, Chair

MS Tenant Space

14:54:00 Dale Gow, Chief Information Officer, Legislative Services Division
(**Exhibit 10**)
14:54:23 Sky Foster, Advanced Technical Services Manager, Legislative Services
Division

Council Discussion

15:01:17 Ms. Miller
15:03:10 Mr. Maciver
15:04:45 Susan Fox, Chair
15:05:56 Mr. Foster
15:06:22 Ms. Miller
15:06:26 Mr. Gow
15:08:11 Susan Fox, Chair
15:08:20 Ms. Krywaruchka
15:08:44 Susan Fox, Chair

PUBLIC COMMENT

15:09:56 None

ADJOURNMENT

15:10:15 Susan Fox, Chair, adjourned the meeting at 15:10 p.m.