

Meeting Date: April 25, 2019

Meeting Time: 1:00 PM - 3:00 PM

Meeting Location: Maine State Library, Authors Conference Room, Augusta, ME

## Attendees

### **Board Members Present:**

Matthew Dunlap

Michael Cyr

Dawanna Pease

David Simsarian

Jeremy Cluchey

Kathy Montejo

Kelly Hokkannen, Remote

Chris Pinkham, Remote

Dan Andrews (non-voting member)

### **Guests and State Agency Members:**

Richard Thompson, Deputy Commissioner DAFS

Fred Brittain, Chief Information Officer

Jason Tourtelotte, OIT

### **InforME Staff:**

Kimberly Duplisea

Todd Tolhurst

### **The meeting was called to order at 1:10 PM.**

#### **1. Welcome, Introductions and Appointment of Chair for the April meeting**

#### **2. Adoption of February Minutes**

Motion: Kathy Montejo motioned to accept the February 2019 Meeting Minutes as presented.

Second: Jeremy Cluchey

Vote: Unanimous

#### **3. Service Level Agreements and Voting Items**

A. *New Service Approval:* Governor's Office Internship Application Form (AppEngine) Statement of Work and Schedule A

- Dan Andrews introduced the service. The Governor's Office is starting their internship program and approached InforME about an online internship application form. The NIC Enterprise AppEngine service is the platform used to build out the service. At the end of a submission, the Governor's Office will be

emailed a copy of the complete application, including attachments, provided by the intern applicant.

Motion: Jeremy Cluchey motioned to approve the Statement of Work and Schedule A

Second: Kathy Montejo

Vote: Unanimous

#### **4. Other Business**

##### **A. First Quarter 2019 General Manager's Report**

- Dan Andrews provided an overview of the first quarter report including visitor statistics, customer support statistics, and municipal highlights. He also gave a project queue snapshot including website launches, new service launches, and service enhancements. Technical highlights included a final cutover being scheduled for the first phase of the data center migration, as well as a report on the progress of the applications migration.

Service highlights included the adoption of the content management system, moose permit lottery, campground reservations opening day, Camp North Woods lottery, organ donor registry, and the InforME-led charitable event for the Humane Society, March Muttness.

##### **B. InforME 20<sup>th</sup> Anniversary Update**

- Dan Andrews mentioned to the board that 4/15/1999 was InforME's first official day and that a 20<sup>th</sup> anniversary celebration and recognition event will be held during the summer.

##### **C. Time and Materials Report**

#### **5. Executive Session**

- The board voted to convene an executive session. Dan Andrews recused himself from the room, as did visitors Richard Thompson, Fred Brittain, Todd Tolhurst and Kim Duplisea.

Motion: Kathy Montejo motioned to convene the executive session.

Seconded: Jeremy Cluchey

Vote: Unanimous

#### **6. Adjournment 1:55 PM**

Motion: Kathy Montejo motioned to adjourn the meeting.

Second: Jeremy Cluchey

Vote: Unanimous

#### **7. Next Board Meeting Dates**

- May 23, 2019: 1:00 PM to 3:00 PM, Maine State Library

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