

Meeting Date: July 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
Dawnna Pease
Anne Davis
David Simsarian
Adam Fisher
Michael Cyr, Remote
Kathy Montejo, Remote
Kelly Hokkannen, Remote
Anne Head, Remote
Dan Andrews (non-voting member)

Guests and State Agency Members:

Fred Brittain, Chief Information Officer
Jason Tourtelotte, OIT

InforME Staff:

Kimberly Duplisea
Justin Harvey
Tim Swan
Todd Tolhurst

The meeting was called to order at 1:03 PM.

1. Welcome, Introductions and appointment of Chair for the July meeting

2. Adoption of April Minutes

Motion: Anne Davis motioned to accept the April 2019 Meeting Minutes as presented.

Second: Dawnna Pease

Vote: Unanimous

3. Service Level Agreements and Voting Items

A. *New Service Approval:* Department of Health and Human Services, Website Redesign, Cost Quote and Statement of Work

- Dan Andrews introduced the service. The Department of Health and Human Services (DHHS) approached InforME about transitioning their website to InforME's content management system (CMS). This redesign will not only

migrate DHHS into the CMS platform but will also allow information to be delivered to the public in a more meaningful manner. InforME and DHHS are actually approaching this site redesign effort in two phases: phase one includes analysis of the existing site and phase two is the actual development and implementation.

As a result of this project, InforME is adding new staff to the portal. This will allow longterm support of sites and services as well as allow us to meet the obligations of this project.

Board member, David Simsarian, also provided additional information about the current site and how it has been built with internal processes in mind. This redesign will streamline the content and will be a good opportunity from a communication perspective.

Motion: Anne Davis motioned to approve the Cost Quote and Statement of Work

Second: Dawnna Pease

Vote: Unanimous

B. *New Service Approval:* Department of Administrative and Financial Services, Office of Marijuana Policy, Online Licensing Statement of Work, Schedule A and Schedule B

- Dan Andrews introduced the service. The Department of Administrative Services, Office of Marijuana Policy (DAFS-OMP) will be leveraging ALMS for licensee management. As part of that integration, they are able to offer online licensing transactions through the portal's professional licensing service. Standard fees are presented in the Schedule A and Schedule B for the use of the online service.

Motion: Anne Davis motioned to approve the Statement of Work, Schedule A and Schedule B

Second: Dawnna Pease

Vote: Unanimous

C. *New Service Approval:* Department of Agriculture, Conservation and Forestry, Open Farm Day Photo Submissions and Tree Ailment Submissions (AppEngine/Express Forms) Statement of Work and Schedule A

- Dan Andrews introduced the service and explained that this is a routine addition to an enterprise form building tool. The Department of Agriculture, Conservation and Forestry (DACF) has asked that InforME build an online form that will collect photo submissions of Maine's Open Farm Day and an online form that will collect

tree ailment information from the public. Additional forms are likely to be developed for DACF in the coming months.

Motion: Dawnna Pease motioned to approve the Statement of Work and Schedule A

Second: Adam Fisher

Vote: Unanimous

4. Other Business

A. Second Quarter 2019 General Manager's Report

- Dan Andrews provided an overview of the second quarter report. He mentioned several municipal highlights, specifically the number of towns now participating in online vehicle registration renewal. He also gave a project snapshot including announcing the launch of the new Boards and Commissions Annual Report Filing service for the Bureau of Corporations, Elections and Commissions, the closing of the Maine moose permit lottery, and the opening of the moose permit purchase service.

Technical highlights included the completion of the migration of static website content to the new InforME data center.

B. Time and Materials Report

C. NIC News

5. Executive Session

- The board voted to convene an executive session. Dan Andrews recused himself from the room, as did visitors Kim Duplisea, Justin Harvey, Tim Swan, and Todd Tolhurst. A request was made to allow CIO Fred Brittain to stay for the session.

Motion: Anne Davis motioned to convene the executive session

Seconded: Dawnna Pease

Vote: Unanimous

6. Adjournment 2:03 PM

Motion: Anne Davis motioned to adjourn the meeting

Second: Dawnna Pease

Vote: Unanimous

7. Next Board Meeting Dates

- August 22, 2019: 1:00 PM to 3:00 PM, Maine State Library