

Meeting Date: September 19, 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
Jeremy Cluchey
Chris Pinkham
Kathy Montejo
Dawanna Pease
Tim Poulin
Anne Head, remote
Kelly Hokkanen, remote
Dan Andrews (non-voting member)

Guests and State Agency Members:

Fred Brittain, Chief Information Officer
Jason Tourtelotte, OIT

InforME Staff:

Kimberly Duplisea
Todd Tolhurst

The meeting was called to order at 1:06 PM.

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

2. Adoption of July Minutes

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

Second: Chris Pinkham

Vote: Unanimous

3. Service Level Agreements and Voting Items

A. New Service Approval: AppEngine (Express Forms) Standard Pricing

- Dan Andrews introduced the service. AppEngine, also known as Express Forms, is an enterprise product that NIC has created that allows for rapid form development. It allows a paper or PDF form to be made into an online service quickly with little development code necessary. As more agencies express interest in this tool, standard pricing is being proposed for all forms. In the event that the form has no opportunity to assess a fee, it would be built for free; those

with money exchanging hands would be built for a standard fee. Each month the board will be provided with an inventory of forms that are available online.

- One board member asked if this code could be used by an agency to build out forms on their own. This is a potential discussion point for the future as more agencies become interested in the platform.

Motion: Tim Poulin motioned to approve the Cost Quote and Statement of Work

Second: Jeremy Cluchey

Vote: Unanimous

4. Executive Session

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

Motion: Chris Pinkham motioned to convene the executive session

Seconded: Jeremy Cluchey

Vote: Unanimous

5. InforME Contract

- The board discussed the existing contract and the fact that it expires in June 2020. The board motioned to vote on a one-year extension to the existing contract to allow ample time to conduct the RFP process.

Motion: Jeremy Cluchey motioned to convene the executive session

Seconded: Dawnna Pease

Vote: Unanimous

6. Other Business

- A. Time and Materials Report

7. Adjournment 1:43 PM

Motion: Tim Poulin motioned to adjourn the meeting

Second: Chris Pinkham

Vote: Unanimous

8. Next Board Meeting Dates

- October 24, 2019: 1:00 PM to 3:00 PM, Maine State Library