Meeting Date: **December 12, 2019**
Meeting Time: **12:00 PM - 3:00 PM**
Meeting Location: **InforME Conference Room, Augusta, ME**

Attendees

Board Members Present:
Matthew Dunlap
Adam Fisher
Dawnna Pease
David Simsarian
Michael Cyr
Anne Davis
Kelly Hokkanen
Jeremy Cluchey, remote
Dan Andrews (non-voting member)

Guests and State Agency Members:
Jason Tourtelotte, OIT

InforME / NIC Staff:
Kimberly Duplisea
Justin Harvey
Todd Tolhurst
Kevin Schmidt
David Finney

The meeting was called to order at 1:03 PM.
1. **Welcome, Introductions and appointment of Chair for the December meeting.**

2. **Adoption of September Minutes**
Motion: Dawna Pease motioned to accept the September 2019 Meeting Minutes as presented.
Second: Kelly Hokkanen
Vote: Unanimous

3. **Service Level Agreements and Voting Items**
   A. *New Service Approval:* DHHS Pre-Employment Screening
   - Kimberly Duplisea introduced the service. This service will be used by people that are seeking to adopt or foster a child as well as by those that are working in a facility that has children present, such as daycares. Currently requests are received on paper along with a check for payment and a self-addressed stamped

envelope for mailing of the results. The online service will replace the paper process and allow the agency to electronically submit results to requestors.

Motion: Dawnna Pease motioned to approve the Schedule A and Statement of Work
Second: Anne Davis
Vote: Unanimous

B. *New Service Approval:* DHHS Prescription Drug Monitoring (RxGov)
- Dan Andrews introduced the service. RxGov is a prescription drug monitoring product that helps to combat the opiate epidemic. Dan turned the project over to RxGov's team to demonstrate the tool and its functionality.
- David SImsarian talked about data transparency as being the primary reason why this project is being pursued. DHHS gets data regarding prescriptions, but it has historically been difficult to actually get to the data with the current provider. RxGov has an effective integration with other tools such as electronic health records. Additionally the usability of the service make it easier for pharmacists and prescribers to comply with the state's reporting requirements.
- Dan Andrews described to the board that typically we have brought SaaS services to the Board for review. In past years this has included the payment server, AppEngine, and Gov2Go.
- One board member asked if MIN no longer is responsible for the InforME contract, will this project continue? David SImsarian noted that there is a clause in the contract that says that the contract will continue, however, with NIC Services, not MIN.
- Another board member asked if there are any security concerns with this data? David Simsarian said that one of the critical components of the application is data security. The environment is very secured, and DHHS IT Leadership is reviewing the project just to verify that this is as secure as possible.
- Another board member asked if each installation per state is segmented. David Finney from NIC explained that all patient data is physically and logically segmented.
- Another board member asked what the timeframe and rollout plan would look like. David Simsarian mentioned that RxGov has been implemented in four other states, and that this can be implemented in about a three-month window (which includes the cutover from the previous provider). DHHS is planning on a six-

month project. All stakeholders will be using the tool. Training for users will be performed by DHHS as well as NIC Services in partnership.
- One board member asked if there was a completed accessibility report. Kevin Schmidt said that he will get that to DHHS.
- Another board member asked about help desk. This is all to be determined.

Motion: Adam Fisher motioned to approve the Schedule A and Statement of Work
Second: Kelly Hokkanen
Vote: Unanimous

4. **Other Business**
    A. Third Quarter General Manager's Report
    - Dan Andrews presented the 2019 third quarter General Manager's report. He provided metrics for portal and Maine.gov usage, as well as municipal highlights including rapid renewal auto registration renewal participants and adoption. Dan also provided information about the launches and enhancements completed in the third quarter including a new Secretary of State's Kids' Page and enhancements to the medical marijuana certifications service. Game Tagging enhancements were also discussed; this project has truly been a game-changer as data is provided in real-time to the department rather than six months after the hunting season.
    - New pages were added regarding the migration. There are lists of applications that are now in the new environment and lists of applications that are pending deployment. The list is growing each month.

    B. Time and Materials Report

5. **Adjournment 1:55 PM**
Motion: Tim Poulin motioned to adjourn the meeting
Second: Chris Pinkham
Vote: Unanimous

6. **Next Board Meeting Dates**
    - January 23, 2020: 1:00 PM to 3:00 PM, Maine State Library