



## **InforME Board Meeting Minutes**

**Thursday, January 22, 2015**

**1:00 pm - 3:00 pm**

**19 Union Street, Augusta**

Attendees:

Board Members Present:

Curtis Picard

John Martins

Matt Dunlap

Anne Davis

Greg McNeal

Tim Poulin

Dick Thompson

Denise Garland

Paul VandenBussche, Non-Voting Member

Guests and State Agency Members

Eric Stout- OIT

InforME Staff and Conference Facilitator

Dustin Biggs

Dan Andrews

- I. Welcome and Introductions – 5 mins.
- II. Adoption of December Minutes – 5 mins.
  - Motion: Matt Dunlap motioned to adopt the meeting minutes as presented.  
Second: Tim Poulin  
Vote: Unanimous
- III. General Manager's 4<sup>th</sup> Quarter Report – 20 mins.
  - Paul VandenBussche introduced the 4<sup>th</sup> Quarter GM Report. Highlights included: project completions, Rapid Renewal municipal additions, staffing updates, infrastructure changes, the Rapid Renewal postcard notification campaign, adoption increases for services such as UCR Registration, Moses and PayPort. Paul also spoke about the launch of recent services and enhancements to existing applications such as Medical Marijuana Certifications and DOT Billing and updates to the Public Criminal Record service. Lastly Paul commented about recent security updates and stated that once a quarter a member of the InforME staff would participate in the board meeting to inform members about any new security threats, changes or strategies.
  - Dick Thompson asked if InforME currently had sufficient staffing to meet the deadlines outlined in the development queue for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters of 2015. Paul VandenBussche stated that the proposed deadlines should be met. Paul added that some of the dates listed are statutory and with the others, InforME will work with the agency to help meet their internal deadlines.
  - Curtis Picard asked if the merchant costs were included in the operating expenses at the end of the report. Paul VandenBussche stated that they were, adding that the merchant costs are also included in the instant access payment dollars.
- IV. 2013 – 2015 Strategic Plan Update – 15 mins.
  - Dan Andrews introduced the updates to the Strategic Plan, highlighting individual items that have been completed or items that are in progress including: recent speaking engagements, creating an informative presentation about InforME, completing the annual report, eliminating paper processes by adding services like Medical Marijuana Certification and DOT Billing, providing a service access portal for municipalities, and reviewing low adoption services such as Corporate Fraud Monitoring, Liquor Label Registration and Park Passes to come up with strategies for improvement.
  - Anne Davis asked whether or not individuals know who InforME is when staff members are giving these informative presentations. Dan Andrews responded that for the most part people are aware of InforME, however they may not know about all the various services InforME provides. Anne also asked where the annual report gets distributed. Dan stated that it gets provided to the InforME Board, OIT, members of the Legislature and Commissioners within various state agencies.
- V. 2015 Legislative Update – 10 mins.
  - Paul VandenBussche introduced the 2015 Legislative Update stating that InforME has been searching and reviewing titles of recent bills that are being introduced and highlighting those that may pertain to InforME interests.
  - Anne Davis asked how InforME could get face time with the Legislature so that they understand what impact a certain bill might have. Paul VandenBussche responded that the lobbyist assists with this task as they help explain what's involved in these bills beyond just the title and who is representing them.
  - Greg McNeal commented that medical marijuana will be a highly discussed topic in this legislative session and bills attributed to this should be monitored as it may effect the recent certification service.

VI. Other Business – 15 mins.

- Time and Materials Report
  - Dan Andrews introduced the Time and Materials Report highlighting the recent launch of the Medical Marijuana service, the UMS Charitable Appeal service and the DOT Billing service. Dan also spoke about upcoming services in the 1<sup>st</sup> quarter such as Unemployment Claims and the annual launch of the Campground Reservation service.
  - Anne Davis commented that all the public libraries received an informational letter regarding the new Unemployment Claims service, which is a big help to staff members who may be assisting users in the future.
- Socrata Update
  - Paul VandenBussche introduced the new developments with Socrata stating that a meeting has been scheduled with DACF to discuss implementing Socrata into the DACF website for public boat launch data in early February. Paul also mentioned that 2 employees have completed a number of Socrata training sessions to become more prepared with the tool.
- Strategic Plan for 2015-2017
  - Paul VandenBussche spoke about the target date for the upcoming strategic planning session, the location, and the moderator for the meeting. The session will be held on June 25<sup>th</sup> at Maple Hill Farm with Janet Eastman returning as the moderator.

VII. Next Board Meeting Date

- February 26<sup>th</sup>: 1pm – 3pm
- March 26<sup>th</sup>: 1pm -3pm
- April 23<sup>rd</sup>: 1pm – 3pm

VIII. Adjournment: 2:10 P.M

- Motion: Matt Dunlap motioned to adjourn the meeting  
Second: Tim Poulin  
Vote: Unanimous