

Meeting Date: **March 23, 2017**

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

Meeting Location: **Maine State Library, Augusta, Maine**

Attendees

Board Members Present:

Paul Sandlin (Chair)

Matthew Dunlap

Tim Poulin

Adam Fisher

Denise Garland

Chris Pinkham

Anne Davis

Kelly Hokkanen (remote)

Kathy Montejo

David Simsarian

Anne Head (remote)

Dan Andrews (non-voting member)

Guests and State Agency Members:

Richard Hayward, Office of Information Technology

Eric Stout, Office of Information Technology

InforME Staff:

Todd Tolhurst

Kimberly Duplisea

Megan Rand

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

1. Welcome and Introductions

2. Adoption of December Minutes

- Motion: Chris Pinkham motioned to accept the December 2016 Meeting Minutes as presented.

Second: Tim Poulin

Vote: Unanimous

3. Service Level Agreements and Voting Items

A. DECD Common Checkout, Schedule A Update

- Dan Andrews introduced the three voting items, which were all slight adjustments to Schedule A documents. Dan explained that the Schedule A for DECD Common Checkout for Maine Made

product stickers was recently updated to reflect fees associated with the cost of that service. He then stated that the agency decided not to pursue the development of the service, so the fees were being removed from the Schedule A.

B. DHHS Health Inspection Schedule A Update

- Dan Andrews introduced the DHHS Schedule A update, and explained that DHHS had previously decided that InforME would maintain the payment processing only for their Health Inspection Program license renewal service. The agency decided that InforME will continue providing the entire licensing application. The update to this Schedule A reverted the service to its former description.

C. DEP Schedule A Update

- Dan Andrews introduced the DEP Schedule A Update. DEP decided to fund the bottle bill registration service with an annual hosting and maintenance fee rather than through self-funded transaction fees. The Schedule A update resulted in the removal of the transactional fees and the addition of the annual hosting and maintenance fee.
- Motion: Matt Dunlap motioned to combine all voting items into a single voting item.
Second: Tim Poulin
Vote: Unanimous
- Motion: Matt Dunlap motioned to approve the updated Schedule A documents.
Second: Tim Poulin
Vote: Unanimous

4. **Other Business**

A. General Manager's Report

- Dan Andrews introduced the General Manager's Report for the fourth quarter of 2016. In his overview of the report he highlighted various items including mobile traffic, municipal service growth, and the InforME data center migration progress. Dan also noted service highlights including the Driver's License Renewal Service, Absentee Ballot Request and Corrections Money Deposit.
- Anne Davis asked if there would still be outages and if there will be any servers remaining once the data center migration is complete. Dan responded that outages such that Maine.gov has experienced recently are unlikely once the migration is complete due to the redundancy the new data center provides. He also mentioned that the majority of the servers will be located at the

data center, though there may be one or two servers on location following the migration.

- Eric Stout mentioned that there was an article in the Bangor Daily News regarding the data center migration.

B. Legal Updates

- Dan Andrews addressed an issue regarding an inmate and a FOAA request that resulted in a lawsuit. Dan stated that a letter was received in August 2016 requesting information regarding state statues. Dan forwarded this letter and it was determined that the Department of Corrections would handle the request. Unfortunately, communication was lost between the agency and the inmate; therefore, the inmate filed a lawsuit against InforME. Dan was not notified of the lawsuit until he received a letter stating that it had in fact been dropped.

C. Contract Discussion

- The board convened an executive session to discuss the InforME Network Manager contract. Dan Andrews excused himself from the executive session discussions.

5. **Adjournment 2:23 PM**

Motion: Matt Dunlap motioned to adjourn the meeting.

Second: Adam Fisher

Vote: Unanimous

6. **Next Board Meeting Dates**

A. April 27, 2017: 1:00 PM - 3:00 PM