

**Meeting Date:** September 27, 2018

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

**Meeting Location:** Maine State Library, Studio Conference Room, Augusta, ME

## **Attendees**

### **Board Members Present:**

Anne Davis  
Matt Dunlap  
Adam Fisher  
Anne Head  
Kelly Hokkanen (Remote)  
Kathy Montejo  
Tim Poulin  
Julie Rabinowitz  
David Simsarian  
Ande Smith  
Dan Andrews (non-voting member)

### **Guests and State Agency Members:**

Eric Stout, OIT  
Tom Howker, DAFS Procurement Services

### **InforME Staff:**

Katy Bouchard  
Kimberly Duplisea  
Todd Tolhurst

**The meeting was called to order at 1:12 PM.**

### 1. **Welcome, Introductions and Appointment of Chair for the September meeting**

Motion: Tim Poulin motioned to accept Matt Dunlap as Chair of the Board for the September meeting.

Second: Kathy Montejo

Vote: Unanimous

### 2. **Adoption of May Minutes**

Motion: Anne Head motioned to accept the May 2018 Meeting Minutes with the addition of Anne Head as a board meeting attendee.

Second: Kelly Hokkanen

Vote: Unanimous

### 3. **Service Level Agreements and Voting Items**

A. *New Service Approval:* Department of Marine Resources, Scallop License Lottery Statement of Work, Schedule A and Prioritization

- Dan Andrews introduced the service. This lottery service allows licensees to apply for one of the available scallop licenses offered by the State. Scallop licenses are only available in instances when a current licensee surrenders their license or if a license is revoked. A small quantity is available to the industry and the existing Elver Lottery code will be used for the scallop lottery. The end user will pay a \$2 fee to cover the costs of service development.

Motion: Tim Poulin motioned to approve the Statement of Work, Schedule A and Prioritization.

Second: Ande Smith

Vote: Unanimous

B. *New Service Approval:* DHHS, DLRS, Certified Nursing Assistant Licensing Statement of Work, Schedule A, Schedule B, and Prioritization

- Dan Andrews introduced the service. An online service exists that connects with the ALMS database. As the certified nursing assistant's board migrates to ALMS, they will also be participating in the online service offered by the portal.

Motion: Julie Rabinowitz motioned to approve the Statement of Work, Schedule A and Prioritization.

Second: Tim Poulin

Vote: Unanimous

C. *New Service Approval:* AppEngine

-Office of the Attorney General, Online Breach Reporting Form (AppEngine) Statement of Work, and Schedule A

-Bureau of Alcoholic Beverages & Lottery Operations Sales Representative Form (AppEngine) Statement of Work, and Schedule A

- Dan Andrews introduced the service. AppEngine allows us to rapidly move PDFs online. Some in the room may be familiar with the AutoForms tool; this is the next iteration of that and allows conditional logic for multi-step forms, payment, and even the ability to upload files.
- These two forms will be the pilots for this service. The Attorney General's Office currently collects data associated with data breaches by mail. AppEngine will be leveraged to move this

to an electronic service. The Bureau of Alcoholic Beverages and Lottery Operations form will allow for both payment and population in a database.

- One board member asked what types of data would be provided in the data breaches form. Another board member asked if we are able to leverage this tool for data breach reporting on their own website.

Motion: Tim Poulin motioned to approve the Statement of Work, Schedule A and Prioritization.

Second: Anne Davis

Vote: Unanimous

#### **4. Other Business**

##### **A. AppEngine Demonstration**

- Dan Andrews provided an overview of AppEngine. Katy Bouchard provided users with an overview of the screens associated with the application including how to create the URL, how to create a review page, a confirmation page, and add items to an existing form. She also provided an overview of how to view and export data collected from the form.
- The form builder is similar to a content management system in that it walks you through a wizard to create the form and then the heavy lifting is done by the platform.
- The form builder has a version control function so that you can revert back to a former version of the form.
- One board member asked how this differs from a traditional custom-built program. Dan explained that agencies would still be dependent on us to build the form, however, we can produce it much quicker with this tool. This will be a tool in our toolbelt that will allow us to standup forms for agency use; custom development will still be required for complex applications such as My Maine Connection.
- One board member asked if we can extend this service to municipalities. This is definitely on the roadmap for us to pursue and we have had initial discussions with some municipalities.

##### **B. 2018 Q2 General Manager's Report**

- Dan Andrews provided an overview of the second quarter General Manager's report. He noted customer support statistics, page views of the portal, municipal highlights, and the project snapshot. He also provided specific service highlights including the launch of the Governor's site, the launch of the moose permit purchase site, the re-launch of the Camp North Woods Lottery and the record high usage of the Department of Correction's inmate deposit service.

#### **5. Adjournment 2: PM**

Motion: Anne Davis motioned to adjourn the meeting.

Second: Tim Poulin

Vote: Unanimous

#### **6. Next Board Meeting Dates**

- October 25, 2018: 1:00 PM to 3:00 PM, Maine State Library Conference Room