Information Technology Strategy and Investment Committee

Minutes September 14, 2016
(Pending Approval)

Office of Policy and Management, 450 Capitol Avenue, Hartford, Connecticut
Conference Room 2A
10:00 A.M. – 12:00 P.M.

Committee Members Present:
Melody Currey, Committee Co-Chair, Commissioner, Department of Administrative Services
Susan Weisselberg (on behalf of Ben Barnes), Deputy Secretary, Office of Policy and Management
Robert Klee, Commissioner Department of Energy and Environmental Protection
Mark Raymond, Chief Information Officer, Department of Administrative Services, Bureau of Enterprise Services and Technology
Roderick Bremby, Commissioner, Department of Social Services
Jonathan Harris, Commissioner, Department of Consumer Protection

Others in Attendance:
Department of Corrections: Cheryl Cepelak – Deputy Commissioner, Bob Cosgrove, Michael Regan, Michelle Schott, Kathleen Maurer, Michael Cioffi, Sumit Sajnani
UCONN Heath Center – Michael Vasquenza, Gail Johnson
Office of Policy and Management: John Vittner, Jim Hadfield, Alison Fisher, Tyler Kleykamp, Jamie Mills

- **Call to order**
  - Commissioner Currey called the meeting to order at 10:00 a.m.

- **Introductions**
  - Committee members and other attendees introduced themselves.

- **Review of Previous Meeting Minutes**
  - A motion to approve the 08/10/16 meeting minutes was made by Commissioner Klee, Commissioner Bremby seconded the motion. The motion was approved.

- **Status Update for the DOC Health Portal Project**

  - Deputy Commissioner Cepelak made an opening statement describing the importance of the two projects and how DOC is partnering with other agencies to gain the most benefits.
  - Michael Cioffi, project manager, provided an overview of the DOC Heath Portal Project and emphasized the importance of having one solution that will provide all patient information to all of DOC. He stated the project will be implemented in 3 phases which will provide incremental benefits as it progresses. Currently the RFP and gap analysis have been completed. DOC has decided to upgrade the Infrastructure for both projects (Health Portal and OMIS) concurrently. This will provide a better over platform for each. Go live is on track for April 2018.

Next steps include site visits, testing, training and analysis interfaces with other internal / external systems. Currently there are no risks or budget issues.

- Mark Raymond asked if there would be a need to further develop the end user's skillset. DOC thought that most users have the basic skills and would put a plan in place to develop them if needed.
- The committee and DOC members discussed the importance of integrating with other agency patient information to gain mutual benefits.

- **Status Update for the DOC Offender Management Information System**
  - Sumit Sajnani, project manager, provided an overview of the project and described how it's both an IT project and a Business Process Redesign. He indicated that all business processes have been "Leaned" and how it will enable DOC to implement one system that can support all offender management functions. He indicated that data from 14 large systems will be migrated into the new system which presents challenges due to the fact there is duplicate data across the systems. The vendor is on a fixed bid contract and is currently performing the gap analysis.
  - Mark Raymond cautioned DOC that even though they are on a fixed bid project that scope increase within the project could cause budget impact.
  - Mark Raymond led a discussion with the committee and DOC about the project timeline and the concerns the agency would not receive any benefits from the project until sometime in 2018.
  - Michael Regan explained there have been additional funds used towards this project prior to the IT Capital Investment Program. Combined costs are $18.5M.

- **IT Capital Funding request**
  - **OPM – What Works Connecticut**
    - Jamie Mill and Tyler Kleykamp provided an overview of the funding request. They would like to implement a tool that will provide a comprehensive and integrated data system managed by OPM. This system will be an asset to solve complex problems and integrate data from various sources to help make policy making decisions. The goal is to also extend licenses to agencies that would help them process data to make decisions.
    - John Vittner stated how this project integrates with the Data Management Policy that OPM is currently drafting. He will share the policy with the committee to obtain any feedback they may have.
    - **Votes**
      - ✓ Commissioner Klee made the motion to approve the funding
      - ✓ Commissioner Currey seconded motion
      - ✓ Deputy Secretary Susan Weisselberg abstained
      - ✓ All other Committee members unanimously approved

- **New Business**
  - John Vittner reviewed the Information Technology Capital Investment Program budget with the committee.

- John Vittner advised the committee that DCJ had completed their perpetual licensing cost analysis. As a result DCJ is requesting an additional $297,400 of IT capital for their previously approved case management project. The committee unanimously approved the additional funding.

- **Adjournment**
  - A motion to adjourn was made by Mark Raymond and seconded by Commissioner Klee. The motion was unanimously approved. The meeting was adjourned by Commissioner Currey at 11:45 am.