



Technology Investment Council



State Of Delaware
Technology Investment Council Meeting Minutes
21 April 2004

Technology Investment Council Attendees			
Name	Organization	Attendance	Represented By
Tom Jarrett	DTI	Present	
Russ Larson	Controller General	Present	
Valerie Woodruff	Dept. of Education	Absent	
E. Norman Veasey	Chief Justice	Represented	Ed Pollard
Jack Markell	State Treasurer	Absent	
Ron Coupe	Bank One	Absent	
Justin Kershaw	WL Gore	Present	
Susan Foster	University of Delaware	Present	
Kris Younger	82 North, LLC	Present	

Call to Order:

Secretary Jarrett called the meeting to order at 1:40 pm.

Introductions and Welcome:

Introductions were made; attendance was noted as shown in the above table. Members of the DTI Senior Team and their Team Leaders were present. Also in attendance were members of the IRM Council and the Budget Office.

Old Business:

With the review of the meeting minutes from 4 March, Secretary Jarrett asked for a motion to approve the minutes as written. Russ Larson made a motion and Susan Foster seconded the motion. With no opposition, the motion was carried.

New Business:

Secretary Jarrett officially welcomed everyone to DTI Wilmington. He also introduced DTI's newest team leader, Mike Malik; Mike has been on board for 9 weeks and will oversee our Customer Care Center.

Subcommittee Update

- Colleen Gause briefed the committee on the **Emerging Technology**. They have been defining deliverables as well as working on standards. Justin Kershaw and Colleen have been working on scheduling a meeting between the Emerging Technology Committee and WL Gore to explore opportunities to work together.
- Kathy Dahl briefed the committee on the **ITIC**. Recommendations along with the business cases have been passed out and will be reviewed later in this meeting!
- Randy Hultman briefed the committee on the **TASC**. They have been working on domain naming standards. There has been an excellent collaboration among staff from DTI and the IRM council. Completed standards have been submitted to Senior Staff for review. Secure email standards have also been worked on; the 1st draft is completed.

Business Case Review

DHSS (Public Health) submitted a business case to the ITIC as it relates to the "Lab Information Management" system. This system is mandated by the Federal Government. There is also a RFP out on the street that is subject to be recalled pending the TIC recommendation. Kathy Dahl indicated that the ITIC recommends approval.

Susan Foster - In this document, DHSS indicates that they are running at high risk.

Kathy Dahl - The ITIC questioned them especially regarding the funding. They indicated that the Federal Bio Terrorism Fund will be covering the balance of funding for this project.

Secretary Jarrett - It comes from the fact that it is a federal mandate and they Feds are now changing the rules. There are a lot of unknowns regarding the Feds.

Justin Kershaw - Do they know what they are going to do with the system?

Kathy Dahl - There is a list of business process changes that will be addressed.

Justin Kershaw - Do they have a project plan?

Kathy Dahl - Yes, but at a high level at this point. The first phase will provide details for the rest of the plan.

Justin Kershaw - Is there a life cycle of the project regarding funds?

Kathy Dahl - Yes, 2005 is the completion date.

Justin Kershaw - At WL Gore, we have LIMS implemented worldwide.

Justin Kershaw - Will DTI have anyone involved in this project?

Secretary Jarrett - The intent would be to have Richard Wadman very much involved in this project: DTI has built a relationship with DHSS.

Mike Malik - In my previous life at Playtex, we went through this process. Folks on my team will be asking questions and want to add value to this project.

Justin Kershaw - There is two differences between processing and scope of the project. You can install LIMS without changing the process and just use it to record the information currently being handwritten, or you can change the process and install the system at the same time. One has to insure that the information is managed and when you mush these two together, you have the potential of spending a lot of money!

Kris Younger - I agree with the project management.

Justin Kershaw - Good things can be done and this can pay off!

Secretary Jarrett - Richard Wadman will be working closely with Lynn and her team during this project!

Justin Kershaw - Have him contact me and I will offer up some WLGore contacts regarding this issue.

Secretary Jarrett - Do I have a motion to approve project 20040295?

Russ Larson - With caution on the points that Justin talked about.

Susan Foster - I second

With no opposition, the motion was carried.

The Department of Finance has submitted the Financial Reengineering Business Case for review and possible approval.

Russ Larson - \$5.5 million is just in reengineering, correct?

Kathy Dahl - Yes

Russ Larson - Do we have total costs?

Kathy Dahl - No and that is why we had the Agency split their original request into two distinct business cases - one for reengineering the processes and one for implementation of PeopleSoft Financials.

Russ Larson - If we spend \$5.5 million on this phase and it got an end date and we don't have any money - can that be said?

Kathy Dahl - That is possible.

Secretary Jarrett - This piece needs to be completed regardless; it is the R/E of the business process.

Lynn Hersey-Miller - This is also a part of the 5 years ERP Plan. Reengineering is part of the plan. DFMS is dying.....

Russ Larson - Is this in the Governor's Budget?

Secretary Jarrett - Yes, 7 million has been allocated for this project.

Russ Larson - You have to have 5.5 million to figure this one out?

Kathy Dahl - Yes , that is what they are saying they need.

Justin Kershaw - I am not as concerned about the total dollars; I am concerned on how it is spent. What you really need to do before the R/E effort is train the brains. Send the users to school if need be.

Lynn Hersey-Miller - This is a requirement

Justin Kershaw - Are all cabinet secretaries on board with this?

Secretary Jarrett - We are really seeing a different mind set on this one.

Justin Kershaw - So, there is one more exercise here; one of the primary justifications is to get the agencies heads to agree; common coding and bring everything together! This could save the State of Delaware millions of dollars!

Susan Foster - Tom, I heard that R/E has to be done anyway, is that correct?

Secretary Jarrett - Yes, it is correct - we are moving towards "PeopleSoft".

Justin Kershaw - In going after 18 modules, is there one that it at the top of the list?

Lynn Hersey-Miller - General Ledger will be at the top.

Justin Kershaw - Statewide /module by module?

Lynn Hersey-Miller - Correct

Justin Kershaw - When you do the General Ledger, all parties need to be involved.

Secretary Jarrett - Any additional questions

Justin Kershaw - One comment, showing how money is being spent.

Secretary Jarrett - I will get that out to the members.

Secretary Jarrett - Do I have a motion to approve project 20040296?

Susan Foster - Motion to approve 20040296

Ed Pollard - I second

With no opposition, the motion was carried.

Budget Office Update

Sheldon Hudson has joined us today to brief the TIC with an update on approved projects that came through this committee last year.

Requests had to be approved by the TIC and the agency needs to request the project in their budget. The list of projects is not final and we will be working through these issues between now and 30 June.

Justin Kershaw - So you are saying that we don't know if money is going to be used in these approved TIC projects?

Sheldon Hudson - That list can be modified going through the 05 Budget process.

Russ Larson - What is in the IT fund now?

Sheldon Hudson - \$12-\$17 million with \$50 million allocated from the Feds.

Justin Kershaw - TIC and DTI recommended projects; there has to be money in the pot. We should not approve anything if there is a question about money!

Susan Foster - I think we approve projects and measure the confidence level through the Budget process.

Justin Kershaw - If there is a question if we have money or not, we need to maybe add another step to the process.

Russ Larson - We know how much money is there regarding this reengineering project.

Kris Younger - I would like more information than less regarding this Budget process; we need to understand!

Secretary Jarrett - The legislation is very clear about the TIC process.

Future Business Case topics will include the following:

- Thresholds
- Cycle time for Business Case review
- Phase funding

Project Updates

Lynn Hersey-Miller briefed the committee on 800 MHz and COTS.

Russ Larson - Regarding COTS, is there any impact on DELJIS on COTS?

Secretary Jarrett - Yes, from a management perspective, DTI could bring significantly more structure and project management to this.

Kris Younger- Any idea where Judge Steele stands on this since he may be the next Supreme Court Chief Justice?

Ed Pollard - No, but it was debated and agreed upon by all justices.

Justin Kershaw - Is the expectation that 100% coverage everywhere will be achieved for the 800 Mhz project?

Secretary Jarrett - No, we've worked very hard to manage that expectation so that improvements are the expectation, not 100% coverage. We are aggressively working with the "first responder" community.

Justin Kershaw - I suggest an independent review of the expectation to make sure it is doable with current technology; can't set up team to not be able to deliver on requirements/expectations!

IRM Update

Mike Hojnicky and Lisa Wragg presented that TIC with a presentation as it relates to the IRM council, members, roles and responsibilities.

Justin Kershaw - Is the IRM made up of all IT people in Delaware?

Mike Hojnicky - No, one representative from each agency

Justin Kershaw - What are the skills of the IRM?

Mike Hojnicky - It varies.

It was noted that the IRM Council, by charter, has a an IRM member attend each TIC meeting and report out on the business of the TIC,

Strategic Planning

Elayne Starkey briefed the committee on the progress of DTI's strategic plan. To date, we have lost 6 weeks. The anticipated end date of mid-summer is now the goal of the Senior Staff.

Dawn Hill briefed the committee that the TIC meeting schedule has been set for through the end of the year. She will notify each of you on monthly basis regarding locations. Our next meeting is scheduled for 13 May, 9:00 am with a location to be announced.

Adjournment:

With no further business to be conducted, Russ Larson made a motion and Susan Foster seconded the motion to adjourn. With no opposition, the motion was carried. Secretary Jarrett adjourned the meeting at 3:52 pm

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