

State Of Delaware  
Technology Investment Council Meeting Minutes  
19 May 2003

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

Call to Order:

Secretary Jarrett called the meeting to order at 12:34 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 Budget Office, Controller General's Office, the IRM Council and a member of the Treasurer's office.

Old Business:

With the review of the meeting minutes from April, Secretary Jarrett asked for a motion to approve the minutes as written. Jack Markell made a motion and Secretary Woodruff seconded the motion. With no opposition, the motion was carried.

### New Business:

Secretary Jarrett briefed the committee on the transitions as it relates to DTI/OIS. To date, DTI has 152 employees on board.

#### Questions/Comments: None

Elayne Starkey presented the committee with an overview of the updated Business Case Methodology.

#### Questions/Comments:

- Ø Jack Markell – Is there a standard for each category in regards to page 6, section a?  
Elayne Starkey – Yes  
Secretary Jarrett – Maybe shading the standards would be a good way for them to “jump out”.
- Ø Secretary Woodruff - Agencies are suppose to follow this standard, correct?  
Elayne Starkey – Yes
- Ø Dennis Jones – Add a shade if the standard if different
- Ø Steve Kubico – On page 7, are the standards on the left side?  
Secretary Jarrett – Yes
- Ø Russ Larson – As technology changes, will this form?  
Secretary Jarrett – Yes, this is table based so as technology changes so will this form.

Bill Bowden briefed the committee on the communications review process. FAQ's will also be a part of this process.

#### Questions/Comments:

- Ø Dennis Jones - DTI may want to get the Judicial Branch more involved.
- Ø Secretary Jarrett – Please note that the intent of this is to make project recommendations.
- Ø Secretary Woodruff – How does this affect the schools?  
Secretary Jarrett - They will not be affected.
- Ø Secretary Woodruff – Existing projects – will they have to go through the process again?  
Secretary Jarrett – It depends on where they are in the project?
- Ø Russ Larson – What is the threshold on these projects as it relates to money?
- Ø Jack Markell – Threshold question is very important, however, we need to follow the standards!

- Ø Russ Larson – JFC will ask if General Funds will be involved- FYI
- Ø Jack Markell – Build a place for the threshold!
- Ø Secretary Woodruff – An inventory needs to be done moving forward!
- Ø Jack Markell – Richard Wadman’s group will be dealing directly with the agencies as we (TIC) move forward.
- Ø Secretary Jarrett – We are looking at a threshold of ½ to 1 million dollars or if one or more agencies are involved as criteria of when the TIC should be involved. This is not final yet!
- Ø Steve Kubico – It would be profitable to have a statewide inventory completed.
- Ø Mark Headd – We do have an inventory based on IT, however, need to get more information from the agencies!
- Ø Kris Younger – This inventory needs to be a web-based inventory!
- Ø Secretary Jarrett – This issue is critical for the TIC!
- Ø Dennis Jones- Clarification on the TIC.  
Secretary Jarrett – Our job is this... once the Budget Director decides on \$ - we (TIC) review the projects, and then our recommendations will be made to the Governor and the Budget Director.
- Ø Secretary Woodruff – State and Federal mandates need to be taken in consideration!
- Ø Kris Younger – That brings up some questions!
- Ø Russ Larson – I agree, this has to have a safety value in regards to mandates!
- Ø Kris Younger – Maybe compress the process!

Mark Headd briefed the committee on instructions for the Business Case. This isn't window dressing, this is the best possible information we have at this time; this is "work in progress"!

Questions/Comments:

- Ø Russ Larson – Can we add cost voids into these instructions?  
Mark Headd – Yes

Kathy Dahl briefed the committee on programming side of the house and how this application will be built as an online application.

Questions/Comments: None

Lynn Hersey-Miller briefed the committee on how this process worked using the PHRST upgrade project.

Questions/Comments:

- Ø Russ Larson – Project costs as it relates to PHRST – are those costs not funded?  
Lynn Hersey-Miller – Yes

- Ø Russ Larson – If we don't do this project, does the money go away?  
Lynn Hersey-Miller – No
- Ø Jack Markell – Isn't this going to be a benefit to the state as far as money is concerned?
- Ø Kris Younger – We need 3 different models in regards to money!
- Ø Secretary Woodruff – A description of the impact as it relates to the customers – Personnel, Training, etc....
- Ø Secretary Jarrett – We will take all of this information back and work with them!

Richard Wadman briefed the committee on his experience filling out this form using the Delaware Portal Move project. This took 4 employees 3 ½ hours to complete!

#### Questions/Comments:

- Ø Secretary Jarrett – The Portal project may have not been the best in regards to this process!

Secretary Jarrett stated received that the TIC has provided excellent feedback and this is a work in progress!! We would like to get approval on this today; to move forward in working on this and incorporating the suggested changes!

- Ø Dennis Jones – Maybe doing a pilot would be a good thing!  
Secretary Jarrett - I agree!
- Ø Secretary Woodruff – Please make the definitions as clear as you can!
- Ø Kris Younger – Communications is needed – this is a great start!
- Ø Russ Larson – Has COTS been approved by the TIC?  
Secretary Jarrett – No, however, this project is going through the process!

With the review of the Business Case Methodology, Tom Jarrett asked for a motion to approve the moving forward with this process. Jack Markell made a motion and Secretary Woodruff seconded the motion. The TIC unanimously voted to accept and move forward with the plans to develop and deploy the Business Case Methodology. With no opposition, the motion was carried.

Dawn Hill scheduled the next meeting for 16 July to be held at Legislative Hall. Directions will be provided when the meeting confirmation.

#### Adjournment:

With no further business to be conducted, Secretary Jarrett adjourned the meeting at 2:40 pm.

:dlh