



Technology Investment Council



State Of Delaware Technology Investment Council Meeting Minutes 12 August 2003

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	Absent	
Jack Markell	State Treasurer	Present	
Ron Coupe	Bank One	Present via phone	
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 8:33 a,

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 staff member from DSCYF.

Old Business:

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

New Business:

Elayne Starkey presented the committee with an overview of the updated Business Case Methodology. Three areas will be covered during this update; listed below are those items:

- Web based applications
- Training
- Customer outreach

Questions/Comments:

- **Secretary Jarrett** – Budget submissions are due 15 October.
- **Jack Markell**- How many submissions are you expecting?
Elayne Starkey - Maybe 20, maybe 100 – we don't know right now!
- **Jack Markell** – How many were submitted last year?
Elayne Starkey – 25/30
- **Jack Markell** – Is it fair to say that the ITIC will be reviewing as well?
Elayne Starkey – Yes, when the ITIC is finished reviewing, an executive summary will be sent to the TIC for review.
- **Justin Kershaw** – Is it the intent for this application to also manage the project
Elayne Starkey – Yes
- **Justin Kershaw** – It is my suggestion that another tool is used to manage these projects.
- **Justin Kershaw** – The TIC uses this tool and we the TIC need to also start to think about strategic planning.
Elayne Starkey – We are looking at one year before getting there.
- **Justin Kershaw** – The TIC needs to set expectations this year in preparation for next year!
- **Secretary Woodruff** – Is this process for projects only?
Secretary Jarrett – Yes
- **Secretary Woodruff** – Replacement PC's as well?
Secretary Jarrett – Yes, in the future this process will be used for replacement PC's.
- **Secretary Woodruff** – Agencies need to be made clear on this process to include replacement PC's.
- **Secretary Woodruff** – Can DTI respond to agency needs?
Secretary Jarrett – It depends how it (project) impacts resources, money, etc.
- **Secretary Woodruff** – Please make that clear during the training sessions.
- **Mark Headd** – I don't want to muddy the waters, however, in the past, agencies have put requests (ISTN) for replacements pc's,

- **Russ Larson** – How do you track Federal funds (DelDOT)?
Secretary Jarrett – The honest answer is we don't know yet, however, we have reached out to DelDOT, Clearinghouse, etc.
- **Russ Larson** – Current law allow us (TIC) to deal with any agency technology from any money source.
- **Mark Headd** – Yes, that is correct, that is stated in the Delaware Code.
- **Russ Larson** – If an agency goes off track, can the TIC stop them?
Secretary Jarrett – Yes
- **Elayne Starkey** – **We are now going to review training video.**
- **Secretary Woodruff** – If an agency doesn't send anyone, what will DTI do?
Secretary Jarrett – We will be doing outreach to all agencies.
- **Susan Foster** – The value of this video is a great backup for agencies.
- **Justin Kershaw** – Is it possible that agencies enter projects in this (application) and TIC members review prior to meetings?
Kathy Dahl – We can give TIC members access to this application and add a e-mail button to send questions!
Secretary Jarrett – We want to deal with the least amount of paper!
- **Susan Foster** – I would prefer not to do that directly to customers, these questions and comments should be directed to DTI.
Secretary Jarrett – I agree with that.
- **Jack Markell** – Is there a threshold for projects as it relates to money?
Secretary Jarrett – We are going to review this year and set goals for next.
- **Jack Markell** – This should only relate to a hand full of projects.
- **Russ Larson** – When we review these forms, how do we approve the project?
Secretary Jarrett – We the TIC will be deciding that.
- **Russell Larson** – Access will be limited to the TIC, correct?
Elayne Starkey – IRM's will also have the ability to add people.
- **Secretary Jarrett** – Before we move on, I wanted to share two things with you - #1, I am involved with NASCIO and they are working nationwide on their own Business Case process, #2, I wanted to thank everyone on my team that was involved in the process- Great job!

Local Law Enforcement

Mark Headd introduced Burt Scoglietti, Deputy Director of the Budget office. Mr. Scoglietti briefed the TIC on the “Local Law Enforcement”

- **Jack Markell - What** is the role of the TIC?
Burt Scoglietti – The Bill asks that the Budget office brief the TIC members.
- **Jack Markell - Is there any point in this process that affects the TIC?**
Burt Scoglietti – Reviews reimbursement of costs.

- **Russ Larson** – Our role isn't one until they (Law Enforcement) buy new equipment. Law enforcement agencies receive a ton of money from other grants. This bill is more about maintenance.
- **Burt Scoglietti** – We (Budget Office) wanted to come to the TIC based on the epilog to insure that everyone is on the same page.
- **Secretary Jarrett** – DTI and the Budget office has discussed in detail; DTI is ok with this.
- **Russ Larson** – All agencies need to be on the same page with this one; we need to have DELJIS and DTI totally involved.
- **Burt Scoglietti** – Reports sent to us on quarterly.

IT Strategic Planning

Mark Headd briefed the committee on the above. This process will be closely modeled on the strategic planning process of the Budget office.

- **Susan Foster** – IRM's are going to be busy
- **Mark Headd** – I agree
- **Jack Markell** – If the News Journal runs a story on the TIC and this process, what will the first two paragraphs state?
- **Mark Headd** – Good question
- **Susan Foster** – Is this a baseline?
- **Secretary Jarrett** – This is correct
- **Mark Headd** – This can be a strategic observation document
- **Kris Younger** – We really don't need this document now; how about we scale back to a inventory document?
- **Secretary Jarrett** – That is our intent
- **Justin Kershaw** – Just give it a new name
- **Secretary Jarrett** – In talking with the Budget office, why don't we "piggy back" off of them?
- **Kris Younger** – It is ok to forecast needs of the agencies.
- **Jack Markell** – I think that DTI can play this role; a year from now would be a better time frame to do this!
- **Kris Younger** – Asking agencies regarding their future plays into the longer term.
- **Secretary Woodruff** – I have a problem with twp planning processes. We need to figure out how to use technology with the Budget Office Strategic Planning; all of these need to be incorporated.
- **Jack Markell** – I agree
- **Secretary Jarrett** – I agree
- **Burt Scoglietti** – I agree
- **Mark Headd** – Agencies need to complete the process.
- **Secretary Jarrett** – To Val's point, feedback on this process would be helpful.

Other Issues

- **DTI - Secretary Jarrett briefed the committee on DTI and where the agency stands. To date, we have 189 full time employees and effective 30 June we are officially DTI.**
- **Delaware Portal – DTI's first major project was completed last week – the move of the portal was smooth – congrats to all of my folks that have been involved.**

Dawn Hill scheduled the next meeting for 24 September to be held at Buena Vista. Directions will be provided when the meeting confirmation.

Adjournment:

With no further business to be conducted, Secretary Jarrett adjourned the meeting at 10:10.

:dlh