Information Technology Resource Management Council (ITRMC)
May 13, 2011 Meeting Minutes
(Approved July 19, 2011)

The May 13, 2011 meeting of the Information Technology Resource Management Council was held in the Basement Conference Room of the Len B. Jordan Building, 650 West State Street, Boise, Idaho.

ATTENDANCE

Members/Designate(s) Present:
Teresa Luna (Chair), Director, Dept. of Administration
Richard Armstrong, Dir., Dept. of Health & Welfare
Representative Brian Cronin
Donna Jones, State Controller
Gen. Bill Shawver, Dir., Bureau of Homeland Security
Dennis Gribble, Vice President & CIO, Idaho Power Co.
Craig Potcher, IT Bur. Chief, Dept. of Fish & Game
Col. Jerry Russell, Director, Idaho State Police
John Peay, IS Director, Idaho Supreme Court
Mike Rush, Exec. Director, State Board of Education
Designates –
        Troy Wheeler, Dept. of Education

Absent Members:
Senator Les Bock
Senator Patti Anne Lodge
Representative Tom Loertscher
Tom Luna, Supt. of Public Instruction
Bill Reynolds, GIS Coordinator, Nez Perce County
Jerry Piper, Operations Man., Cambridge Tel. Co.

Others Present:
Becky Barton-Wagner, Dept. of Insurance
Garry Beaty, Cit of Boise
Sally Brevick, Office of the CIO
Carla Casper, Office of the CIO

Roger Dubois, Commission for Libraries
Bill Farnsworth, Office of the CIO
John McAllister, Dept. of Labor
Steve Wilson, State Controller's Office
Greg Zickau, Office of the CIO

CALL TO ORDER
Director Luna, Chair, welcomed members and guests present and called the meeting to order.

GOVERNANCE REVIEW
Greg Zickau led a discussion regarding IT governance based on recommendations by a Strategic Planning Group. The Group comprised representatives from the Departments of Health & Welfare, Correction, Insurance, Labor, Fish & Game, Education, the State Controller's Office, Idaho Transportation Department, and the Office of the CIO.

REVISION OF STRATEGIC GOALS
MOTION: Director Rush moved and Controller Jones seconded a motion to approve the revised Strategic Plan Goals as presented; the motion passed unanimously.

FEDERATED MODEL OF GOVERNANCE
MOTION: Director Armstrong moved and Mr Peay seconded a motion to approve adopting the Federated Model of governance as presented; the motion passed unanimously.

FORMATION OF ITLC
MOTION: Controller Jones moved and Director Rush seconded a motion to approve merging the Enterprise Services Oversight Committee (ESOC) and the IT Executive Advisory Committee (ITEAC) into a new subcommittee of ITRMC called the IT Leadership Council (ITLC); the motion passed unanimously.

ELECTION OF ITLC CHAIRPERSON
MOTION: Director Armstrong moved and Col. Russell seconded a motion to approve the process for electing a chairperson for the newly-formed ITLC, whereby the ITLC will nominate a chairperson for a two-year term, to be approved by ITRMC; the motion passed unanimously.

ITLC RESPONSIBILITIES
It was suggested and agreed that the process for reviewing large-scale projects should be revised such that <u>any</u> decision of the ITLC can be appealed through ITRMC. It was also suggested that the ITLC report regularly to ITRMC regarding project-related decisions.

MOTION: Mr Potcher moved and Director Armstrong seconded a motion to approve delegating to the ITLC responsibilities for approving technology standards, guidelines and large-scale technology projects. With regard to projects, short-notice grant applications will be excluded until the ITLC develops an expedited review process to accommodate these exceptions. The motion passed unanimously.

NEXT STEPS
Further discussion raised the following comments and suggestions:
- The composition of the proposed ITA should include representation from the Judicial Branch and Education (possibly as non-voting members). Feedback should be sought from Legislative Services and Division of Financial Management regarding their possible inclusion.
- The decisions made at this meeting should be brought to the attention of the Governor's office for feedback.
- The proposed full-time CIO should report directly to the Governor and, at a minimum, be a voting member of the proposed ITA.
- Ideas for legislative changes are due early August.
- Roles and responsibilities of ITRMC/ITA needs further consideration.

ADJOURNMENT
The meeting adjourned at 10:30. The next meeting is scheduled for June 2, 2011.

Respectfully submitted,

Sally Brevick, Office of the CIO