Meeting Summary							
INFORMATION							
DATE:	2/17/2012	**START TIME:**	2:08 P.M.	**END TIME**	3:38 P.M.	**LOCATION:**	NH National Guard Army Aviation Support Facility, 26 Regional Dr.`
SUBJECT/ PROJECT:	New Hampshire Information Technology Council (IT Council)						
PURPOSE:	Scheduled Meeting						
CHAIRPERSON:	Colonel David Routhier, Director of Information Management, New Hampshire National Guard						
ATTENDEES:	IT Council Members: 1. Kevin O'Brien, Dept. of Safety, Chief of Policy & Planning; 2. David Routhier, New Hampshire National Guard, Colonel, Director of Information Management IT Council Designees: 1. William Baggeroer, Dept. of Health and Human Resources, Chief Information Officer; 2. Judy Gothreau, Dept. of Administrative Services, Financial Data Administrator; 3. Gail Hambleton, Dept. of Information Technology, Dept. of Transportation; 4. Brian Pace, Dept. of Revenue Administration, Director – Project Management Officer Guest Attendees: 5. Brad Barry, Adjutant General, Army Aviation Building Maintenance, Maintenance Technician; 6. Rep. Seth Cohn , General Court; 7. Brian Deschenes, Treasury, IT Manager; 8. Scott Peabody, CIBER, Account Executive; 9. Roger Smith, Strafford County, Chief Information Officer; 10.Rep. Timothy Twombly, General Court Department of Information Technology Staff: 1. Bill Rogers, CIO/Commissioner; 2. Rebecca Bolton, Agency Software Division, IT Manager; 3. Sally Gallerani, Technical Support Services Division, Director; 4. Peter Hastings, Agency Software Division, Director; 5. Brian Lumbert, Agency Software Division, IT Manager; 6. Shawn Mills, Dept. of Information Technology, Systems Development Specialist; 7. Theresa Pare Curtis, Web Services Division, Director; 8. Wendy Pouliot, , Operations Division, Director; 9. Rick Sheldon, Agency Software Division, IT Leader; 10.Leslie Williams, Dept. of Information Technology, Chief Information Security Officer						

ABSENTEES:	1. Representative Brian Chiriciello, Rockingham County; 2. Christopher Clement, Dept. of Transportation, Commissioner; 3. Kevin Clougherty, Dept. of Revenue Administration, Commissioner; 4. Art Durette, NH Association of Counties Representative, Deputy Sheriff, Hillsborough County; 5. Senator James Forsythe, District 4; 6. Nina Gardner, Judicial Council; 7. Thomas B. Getz, Public Utilities Commission, Chairman; 8. Linda Hodgdon, Dept. of Administrative Services, Commissioner; 9. Rebecca Landry (Keene IT Lead); 10.Michael Pillsbury, Dept. of Transportation, Deputy Commissioner; 11.Sid Russell, Dept. of Administrative Services, Financial Data Manager; 12.Nicholas Toumpas, Dept. of Health and Human Services, Commissioner

ITEM #	**AGENDA**
	Public Session
1.	• Welcome • Introduction of Meeting Attendees • Attendance • Approval of August and November Minutes - David Routhier
2.	Review of DoIT Incident Response Tabletop Exercise – Leslie Williams
3.	NH House Bill 418: Bill Title: "relative to the use of open source software and open data formats by state agencies…" – NH Representative (Merrimack – District o6) Honorable Seth Cohn
4.	Briefing and Demo: TransparentNH Web Site, incl. State Expenditure ("checkbook") Feature – Judy Gothreau (for Sid Russell)
5.	Briefing and Demo: E-Ticketing Capability – Rick Sheldon

ITEM #	**MINUTES**
1.	**Welcome, Introduction of Meeting Attendees, Attendance and Approval of August and November Minutes - David Routhier** Colonel David Routhier welcomed the IT Council Members, Representatives and Guests, and meeting attendees introduced themselves. • A quorum was present and the minutes of the August and November Meetings were approved and passed with no discussion.

2.	**Review of DoIT Incident Response Tabletop Exercise**
	
	Leslie Williams' discussion points:
	• An overview of Incident Responses from the DoIT Tabletop Exercise conducted on February 8th (see presentation at web site location of these minutes)
	  o DoIT responds to the following:
	  ▪ Support of EOC and WebEOC during activation of any kind of state emergency.
	  ▪ IT outage resolution, with various root causes.
	  ▪ Security incident response.
	  o There are many process commonalities to various incident response efforts.
	  o DoIT is only a part of Incident Response; agency participation is also required, as well as HSEM and Crime Lab in certain situations.
	  o The discussion-based tabletop exercise was developed using HSEEP guidelines and with input from URS.
	  o Leslie was the designer and facilitator. Colonel Routhier was an observer with objective and valued input.
	  o Participants included the Security Response Team (SRT) members which consist of senior management, work unit managers and technical leads.
	  o There were five scenarios, each with three to four injects added one at a time to increase the complexity of the impact and response.
	  o Key results:
	  ▪ Incident command system (ICS) and National Incident Management System (NIMS) framework in use by HSEM crucial. NIMS is also used by the National Guard.
	  ▪ Mixed composition teams require common foundation knowledge.
	  ▪ Formalize procedures with trigger and escalation points.
	  ▪ Need involvement of IT Leaders as agency liaisons.
	  ▪ They need agency involvement to identify the critical applications and help prioritize efforts.
	  ▪ They need to address statewide prioritization when multiple agencies are impacted. .
	  ▪ Each participant had a feedback form that she will review. Next steps are to develop an After Action Report and Improvement Plan Matrix.
	  ▪ In the future they will include more IT Leaders and will reach out to the agencies that are not represented on the Cybersecurity Advisory Council.
	  ▪ Participants enjoyed the experience, and an added benefit was team building.
	  o Leslie is preparing a Homeland Security grant application for user training, and a two year program for strengthening incident response capabilities, which includes workshops, tabletop and functional exercise.

3. **NH House Bill 418: Bill Title: "relative to the use of open source software and open data formats by state agencies…"**

Rep. Cohn's discussion points:

- The bill was displayed to the IT Council members from the State of NH web site.
- In 2006, before he was a Representative of the NH Legislature, this was an issue that he was interested in and open source is something that he has used regularly. He contacted his State Representatives and started exploring. He did quite a bit of work in the Legislature to explain open source. We provided a lot of education.
- The bill was killed in 2006. In 2008 the same bill was introduced again and it was killed. In 2010 he ran for office.
- Rep. Cohn sponsored HB418 and HB310 (go to these House Bills for full text), one was open source and one was open data.
- Open source says we need to look at all levels for benefits to reduce costs, will allow us to share solutions with other states at a low/no cost.
- Open data is even more important. Government generates lots of information. What it does with that information matters. If it is locked up it does the public no good.

HB418 states:

21-R:14 **Statewide Information Policy on Open Government Data Standards.**

I. The commissioner shall develop a statewide information policy based on the following principles of open government data. According to these principles, open data is data that is:

(a) Complete. All public data is made available, unless subject to valid privacy, security, or privilege limitations.

(b) Primary. Data is collected at the source, with the highest possible level of granularity, rather than in aggregate or modified forms. This is important because when you request information you get a summary, but you may want to dig into the details – get the full data set.

(c) Timely. Data is made available as quickly as necessary to preserve the value of the data. He wants to know what the State has spent in 2008 or 2009 and not wait until 2011 to get this information. You can't make decisions without having information on a monthly basis.

(d) Accessible. Data is available to the widest range of users for the widest range of purposes. This is important because they don't know what the information is good for. Someone may see something that they don't see. The idea of open data has not been available to everyone. We will be the first state that takes this and puts it in practice. Cities have done this.

(e) Machine processable. Data is reasonably structured to allow automated processing. The House calendar where all the meetings and bills get listed lacks machine processable data. They are not putting the data together so it provides something useful. Everyone has to go through this and find what is important to them. Give people automated processing. Let's put it out there.

(f) Nondiscriminatory. Data is available to anyone, with no requirement of registration.

(g) Nonproprietary. Data is available in a format over which no entity has exclusive control, with the exception of national or international published standards. They do not want to lock this away. The information should be in a format that we can get to. Everyone can open a pdf. When you get into more obscure pieces they want to avoid that. The goal is to set up a policy where the Commissioner can start moving in the right direction. When you use open source it becomes a lot easier to meet these standards. One of the goals of open source is to start standardizing. This will significantly reduce costs – not tied to a single data source that is in a proprietary vendor. They don't want to see data from the State tied to any one vendor.

3. (cont.)	**1 Statement of Purpose and Findings.** **(c) It is necessary for the functioning of the state that computer data owned by the state be permanently available to the state throughout its useful life;** Open source tends to focus on this. **(d) To guarantee the succession and permanence of public data, it is necessary that the state's accessibility to that data be independent of the goodwill of the state's computer system suppliers and the conditions imposed by these suppliers;** Once you have a solution it can stay in place as long as you want it. **e) It is in the public interest to ensure interoperability of computer systems through the use of software and products that promote open, platform-neutral standards;** Oh, there is a security issue and the vendor says we have to change. **(g) It is not in the public interest and it is a violation of the fundamental right to privacy for the state to use software that, in addition to its stated function, also transmits data to, or allows control and modification of its systems by, parties outside of the state's control.** Free to use. **21-R:10 Definitions. In this subdivision…(b) Has no restrictions on the use of data stored in the format;** If it has extensions, make sure of the restrictions. **(h) If it includes any use of encryption or other means of data obfuscation, provides that the encryption or obfuscation algorithms are usable in a royalty-free, nondiscriminatory manner in perpetuity, and are documented so that anyone in possession of the appropriate encryption key or keys or other data necessary to recover the original data is able to write software to access the data.** They want to make sure public data is not locked away. • For example, they have data that they are legally required to keep, but they can't read it as it is on punch cards. Next time you need an acquisition, let's look at it. Is this going to save us money? They need to start looking at the long-term ramifications. • Analyze purchase decisions. Try to avoid things that don't do open standards. If they are looking at things on an overall basis, they are going to be looking at open source. Let's say this is what is needed. Let's evaluate what it is going to cost. As soon as they consider this, we will start to save money. When DoIT makes a suggestion this will be a way to steer the State in the right direction. The State of New Hampshire will benefit. Commissioner Rogers: • Even though this has not passed law yet, no states have done this, but they have tried. Already this has caused quite a flurry in the public and it is even being picked up by think tanks in Washington, DC. Rep. Cohn: • They have success stories already. They will be able to have other states join and share. In the same way they have agencies working together, they can work with other states. Commissioner Rogers: • This includes the Legislative Branch. The Judicial Branch is exempted because the courts are working on something now. If they start to put some of these things online it will make it easier for everybody. The agencies will benefit. They have started to get amendments online.

4.	**Briefing and Demo: TransparentNH Web Site, incl. State Expenditure ("checkbook") Feature** Judy Gothreau's (attending on behalf of Sid Russell) discussion points: • (She accessed the Expenditure site at **http://www.nh.gov/transparentnh/**). This is developed and maintained by the Dept. of Administrative Services and DoIT in conjunction with the Legislative Oversight Committee Chaired by Rep. David Bates. • It shows where the money goes, but it contains more than the checkbook. • It shows where the money comes from, where it goes and how government finances work. • State employee salary search went live on December 21, 2010. The public can search the salary of any State employee by name, by department, etc. It is totally transparent to the public. • The State expenditure register goes back to 2009 and through 2012 – the fifth business day of the following month. It is current and contains every single transaction for the State of NH. • There is a glossary that explains what each item means – pay categories, etc. This is all in Excel and everything is exportable. • There are five different types of transactions. For instance, if you select AP you will see all vendor names. Sometimes you will see "redaction" because there are certain accounting units where they cannot display the vendor name because it is confidential. You may also see "NA" because it is coming in from other sources or a transfer of data. You can see the detail in the salary search for what people are paid. • You can sort information by category of Government. • You can sort by category name. • When you get into the application itself you can actually click on it and drill down. • You can define exactly what you are looking for. • Sometime in the next quarter a complex query will be available. • Another disclaimer is that you may see a transaction with a negative number. Rep. Cohn: • This is timely and openly accessible. It seems like you have a lot of those things. It sounds like you have any security issues taken care of. This is a great example. What, moving forward, is left? What do you see as the next action target? Judy: • The ability to do a complex query. Everything is here from the source system directly. Rep. Cohn: • If someone wanted to build a graph they could update it from time to time in real time. Sally Gallerani: • Once you see all the money, could they go in by vendor? Theresa Pare Curtis: • It will not show the product. Sally: • Will that ever by available? Judy: • If you put it in there. Rep. Cohn: • But it has an ID. CIO Bill Baggeroer: • Is an expenditure how much was paid for out of general funds as compared to Federal funds? Theresa: • The source of funds comes from the revenue funds. Commissioner Rogers: • One of the next steps is to market this. CIO Smith (to Bill Rogers): • Please invite him because of the sharing part. This would be a great tool to help at the county level. Commissioner Rogers: • This should be a time savings for Administrative Services.

4. (con.t)	Judy: • It has been very well received. If you go to the home page, they would really encourage people, if they have ideas, to e-mail them. Commissioner Rogers: • I have asked Joe Bouchard to keep track of these ideas. Judy: Just go to nh.gov and click on the icon.

5.	**Briefing and Demo: E-Ticketing Capability**
	
	Rick Sheldon's discussion points:
	• The project team includes DoIT at Safety staff, State Police, DMV and Court employees.
	• Objectives:
	  o Reduce time for stops, which will increase public and trooper safety.
	  o Reduce time for filing of infraction data.
	  o Increase visibility to risky drivers.
	• There is no way to know if someone has been stopped previously on a given day. They are working on this.
	• When someone is stopped, the ticketing process takes five to ten minutes at the present time. They have tried to make this a little easier (and safer) for the Trooper. They are aiming for three to five minutes to issue tickets and reduce time.
	• (See the attached presentation for Electronic Ticketing Current Communication Process.)
	• A participant asked if the ticket has information about online payment.
	  Rick:
	  o The ticket has the URL for OnLine Ticket payment.
	  Roger Smith (CIO, Strafford County):
	  o Can you use air cards in something like this?
	  Kevin O'Brien (Chief of Policy & Planning, Dept. of Safety):
	  o All law enforcement across the state will be able to access via the URL, but air cards do not allow us access in some parts of the state.
	  Bill Rogers (Commissioner, DoIT):
	  o The most important part of this is protecting and saving Troopers' lives.

	Item Not on Agenda Roger Smith: • As the CIO of Strafford County his goal is one of the things they have started doing with counties and that is to share resources. The State itself has started to do this. They will be putting in a statewide county database. All the courts will be able to share information. As you start to look for applications you talk with the counties and give him a call as their representative to pass along information. They have hosted information. Rep. Seth Cohn: • For Merrimack County, they will be looking at the budgets.
	As there were no additional questions, Colonel Routhier closed the meeting and participants that wanted to were invited to go to the hangar for the E-Ticketing demonstration in a State Police cruiser.

ACTION ITEMS			
ITEM #	**DESCRIPTION**	**Assigned To**	**Due Date**
NEXT MEETING: May 18, 2012, Location: TBD			