

Meeting Summary



**INFORMATION**

<b>DATE:</b>	4/29/2016	<b>START TIME:</b>	1:00 P.M.	<b>END TIME:</b>	2:30 P.M.	<b>LOCATION:</b>	Northeast Delta Dental Conference Center (2 <sup>nd</sup> fl., Maine Rm.), 2 Delta Drive, Concord, NH
<b>SUBJECT/PROJECT:</b>	New Hampshire Information Technology Council (IT Council)						
<b>PURPOSE:</b>	Scheduled Public Meeting						
<b>CHAIRPERSON:</b>	NH National Guard Lt Col Barry Groton						
<b>ATTENDEES:</b>	<p><u>IT Council Members:</u></p> <ol style="list-style-type: none"> <li>1. Jennie Angell, Director, Informational Services, City of Manchester;</li> <li>2. Rod Bouchard, Assistant County Administrator, Cheshire County;</li> <li>3. Michael Bourbeau, Vice President, Information Systems, Northeast Delta Dental;</li> <li>4. Representative Daniel Eaton, NH House of Representatives, Cheshire - District 03;</li> <li>5. Dr. Scott Mantie, Director, Program Support Division, Department of Education (DOE);</li> <li>6. Roger Marchand, Project Manager, Department of Revenue Administration (DRA);</li> <li>7. Kevin O'Brien, Assistant Commissioner, Department of Safety (DOS);</li> <li>8. Donna O'Leary, CIO, Department of Health and Human Services (DHHS);</li> <li>9. Charles (Sid) Russell, Financial Data Manager, Department of Administrative Services (DAS);</li> <li>10. Victoria Sheehan, Commissioner, Department of Transportation (DOT)</li> </ol> <p><u>Guest Attendees:</u></p> <ol style="list-style-type: none"> <li>11. Shane Csiki, Fluvial Geomorphologist, NH Geological Survey, Department of Environmental Services (DES);</li> <li>12. Glenn Davison, Supervisor of Systems Planning, Civil Engineer VI, DOT;</li> <li>13. Kevin Fitzgerald, Sr. Account Executive, Nimble Storage;</li> <li>14. Clark Freise, Assistant Commissioner, DES;</li> <li>15. Sean Goodwin, GIS Administrator, DOS;</li> <li>16. Jodi Grimbilas, Director of Government Relations, Bianco Professional Association;</li> <li>17. Steve Low, Senior Account Executive, ePlus Technology, Inc.;</li> <li>18. Hamilton (Ham) McLean, Administrator Project Management Office, DES;</li> <li>19. Ruth Mockus, Gartner Inc.;</li> <li>20. Capt. John Petro, NH Army National Guard;</li> <li>21. Pablo Ramirez, Student;</li> <li>22. Timothy Scott, Information Technology Manager, DOS;</li> <li>23. Terry Stibbards, Consultant</li> </ol> <p><u>Department of Information Technology Staff:</u></p> <ol style="list-style-type: none"> <li>24. Denis Goulet, CIO/Commissioner;</li> <li>25. Sally Gallerani, Director, Technical Support Services Division;</li> <li>26. Steve Kelleher, Director, Strategic Planning and Governance;</li> <li>27. Michael O'Neil, Director, Agency Software Division;</li> <li>28. Wendy Pouliot, Director, Operations Division;</li> <li>29. Leslie Williams, Chief Information Security Officer;</li> <li>30. Rebecca Bolton, Information Technology Manager, Agency Software Division</li> </ol>						

<b>ABSENTEES:</b>	<ol style="list-style-type: none"> <li>1. Tom Burack, Commissioner, DES;</li> <li>2. Joe Mollica, Chairman, NH State Liquor Commission (NHSLC);</li> <li>3. Representative David Murotake, NH House of Representatives, Hillsborough - District 32;</li> <li>4. Representative Lynne Ober, NH House of Representatives (alternate), Hillsborough - District 37;</li> <li>5. Stan Waddell, CIO and Associate Vice President of IT, University of New Hampshire (UNH)</li> </ol>
<b>ITEM #</b>	<b>AGENDA</b>
<b>Public Session</b>	
1.	Welcome
2.	Membership Introductions
3.	Motion to accept minutes from 1/29/2016 meeting
4.	Enterprise Alignment, GIS Collaboration and Information Sharing <ol style="list-style-type: none"> <li>a. SADES, practical collaboration delivering results</li> <li>b. Public Safety GIS alignment</li> </ol>
5.	Motion to Adjourn
<b>ITEM #</b>	<b>MINUTES</b>
1.	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>• Michael Bourbeau, Vice President, Information Systems, Northeast Delta Dental, welcomed the IT Council Members and the public attendees and provided some facts regarding Northeast Delta Dental. <ul style="list-style-type: none"> <li>• 1961 – Founded by Dentist in New Hampshire for the betterment of oral health for NH citizens.</li> <li>• 1976 – Northeast Delta Dental was formed as an association of the dental service corporations in Maine, New Hampshire, and Vermont.</li> <li>• Administer dental benefits for more than 821,000 people.</li> <li>• More than 1.7 million claims processed in 2015.</li> <li>• 190 Employees.</li> <li>• Northeast Delta Dental is a member of a network of 39 independent dental service organizations that conduct business in all 50 states, the District of Columbia, and Puerto Rico.</li> </ul> </li> </ul>
2.	<p><b>Membership Introductions</b></p> <ul style="list-style-type: none"> <li>• Lt Col Barry Groton, IT Council Chairperson, introduced himself and asked the IT Council Members to give brief introductions.</li> <li>• Introductions were made.</li> </ul>
3.	<p><b>Motion to Accept Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>• Lt Col Groton made a motion to accept the 1/29/2016 meeting minutes; Representative Eaton seconded the motion; all IT Council Members accepted; motion passed.</li> </ul>
4.	<p><b>Enterprise Alignment, GIS Collaboration and Information Sharing</b></p> <ul style="list-style-type: none"> <li>• Commissioner Goulet opened the discussion regarding GIS Collaboration and Information Sharing. He sees this effort as an actionable strategic item that will improve enterprise alignment. He observed that often strategic projects are implemented with a big bang adoption; Commissioner Goulet prefers to begin with a relatively small, well defined goal with expansion that is incremental, sustainable, and achievable. DAS Commissioner Quiram and Commissioner Goulet agree on this methodology.</li> <li>• Commissioner Goulet noted that DOT, DES, and the Fish and Game Department (F&amp;G) have made good progress with a collaborative GIS initiative called “SADES” – Statewide Asset Data Exchange System. The Commissioner identified another collaborative GIS initiative called the NH Stream Crossing Assessment and Improvement Project, which involves collaboration between four state agencies; DOT, DES, F&amp;G, and the Division of Homeland Security and Emergency Management (HSEM). Commissioner Goulet introduced Shane Csiki from DES and Glenn Davison from DOT to explain each of these projects.</li> </ul>

3. continued	<ul style="list-style-type: none"> <li>• Shane Csiki presented details of the Stream Crossing Assessment and Improvement Project. DES, DOT, F&amp;G, and HSEM are working collaboratively to target most at risk vulnerable stream crossings for check during emergency situations/public response. New Hampshire is the only state with four agencies working together on stream crossing assessment and improvement.</li> <li>• The NH State Stream Crossing Steering Team a) is based on a “governance model” that directs the operation of the team; b) each of the four agencies is responsible for condition data and criteria development based on specific missions and expertise; c) all assessments are coordinated – this minimizes duplication of effort; d) enables consistent messaging to the public on data outputs and scoring. This summer collection of both transportation and environmental portions of the protocol data will be collected by DES staff.</li> <li>• Glenn Davison explained that the Statewide Asset Data Exchange Service (SADES) is a cloud based solution to effectively and uniformly collect critical infrastructure data on a statewide level that provides specifications, methods, training, and data exchange services for all stakeholders. SADES utilizes commercial off the shelf software developed by ESRI.</li> <li>• The SADES initiative has allowed DOT, DES, and F&amp;G to determine core data used by all three agencies. This has improved efficiency by allowing any of the three agencies to collect core data that is used by all.</li> <li>• SADES has an expandable model that can incorporate additional State agencies as well as municipalities. SADES initiatives include data collection for stream crossings, guardrails, ADA ped signals, and sidewalks. Other initiatives will be determined in the future.</li> <li>• Stakeholders in the SADES project realized that a governance model needed to be implemented for purposes of oversight/coordination of agency and State needs. Senior management from participating agencies, a SADES working group, and the vendor, Technology Transfer Center (T<sup>2</sup>), work together for the required oversight and coordination required on current initiatives and planning of future projects.</li> <li>• Next steps with SADES include providing statewide access to field data, and working collaboratively with private industry, regional planning commissions, federal government, and municipalities on common GIS needs such as mitigation sites, private development efforts, and emergency events.</li> <li>• Jennie Angell, Director, Informational Services, City of Manchester, inquired whether the State has shared data standards with cities and towns. Glenn Davison explained that data standards are shared via the regional planning commissions.</li> <li>• Donna O'Leary, CIO, Department of Health and Human Services, asked how data is collected in the field. Glenn Davison replied that data is collected on iPads that connect to ESRI's ARC Collector application and data is entered via drop-down fields and other forms.</li> <li>• Lt Col Groton introduced Sean Goodwin, GIS Administrator, DOS. Sean presented information regarding the GIS collaboration underway within the Division of Emergency Services and Communications (DESC) and other State agencies, the National Guard, cities and towns, regional planning commissions, police, fire, and emergency management services. DESC also operates a GIS application called “NHVIEWW.”</li> <li>• NHVIEWW is a geographic information system (GIS) that integrates various data repositories, owners, and services into a data store with web-based visualization and analytical tools.</li> <li>• DESC currently shares GIS data with the Public Utilities Commission (PUC), HSEM, NH Trails Bureau, NH Forest and Lands, DOT, DHHS, Department of Corrections (DOC), DES, DRA, the NH executive branch, the NH National Guard, cities and towns, public safety dispatch centers, local school districts, and regional planning commissions.</li> <li>• DESC can create visual display of situations/conditions such as power outages, tornado paths, school closings, and road closings. GIS Administrator Goodwin displayed various maps portraying what is currently available for GIS map resources based on the sharing of data in place today.</li> <li>• Donna O'Leary, CIO, DHHS, asked whether DESC was currently working with social media. Sean replied, not at this time.</li> <li>• Commissioner Goulet noted that there has been good GIS collaboration between various State, federal, and municipal entities and there are opportunities for additional collaboration. His goal is for the Department of Information Technology (DoIT) to be a positive enabler regarding expanding the use of GIS.</li> </ul>
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5.	<p><b>Motion to adjourn</b></p> <ul style="list-style-type: none"> <li>• Commissioner Goulet explained that good progress has been made with rolling out SANS Securing the Human cybersecurity training throughout all executive branch agencies. There will be a cybersecurity update in non-public session at the next IT Council Meeting.</li> <li>• Lt Col Groton moved to adjourn the meeting. The motion was seconded; all IT Council Members accepted; meeting adjourned.</li> </ul>
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ACTION ITEMS			
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ITEM #	DESCRIPTION	Assigned To	Due Date
1.	Post draft IT Council Meeting Minutes for April 29, 2016 meeting and presentation on IT Council website <a href="http://www.nh.gov/doi/it-council/index.htm">http://www.nh.gov/doi/it-council/index.htm</a>	Rebecca Bolton	July 13, 2016

<p><b>NEXT MEETINGS:</b>  July 21, 1:00 pm – 2:30pm; Department of Transportation (Granite Room/114), 7 Hazen Drive, Concord, NH  October 28, 10:00 am – 11:30 am, Legislative Office Building (rm 210-211), 33 N. Main Street, Concord, NH</p>
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