

# Technology Modernization Board

## Meeting Minutes

Wednesday, May 30th, 2018

### Attendance

#### PRESENT

- |                           |                        |
|---------------------------|------------------------|
| 1. Suzette Kent           | Chair                  |
| 2. Alan Thomas            | Permanent Member       |
| 3. Mark Kneidinger        | Permanent Member       |
| 4. Maria Roat             | Term Board Member      |
| 5. Rajive Mathur          | Term Board Member      |
| 6. Charles Worthington    | Term Board Member      |
| 7. Margie Graves          | Alternate Board Member |
| 8. Dr. Erwin Gianchandani | Alternate Board Member |
| 9. Grant Schneider        | Alternate Board Member |
| 10. Darren Ash            | Alternate Board Member |

#### OTHER ATTENDEES

- |                      |   |
|----------------------|---|
| 1. Elizabeth Cain    | GSA PMO   |
| 2. Emma Perron       | GSA PMO   |
| 3. Jay Johnson       | GSA PMO   |
| 4. Lane Becker       | GSA PMO   |
| 5. Allison Brigati   | General Services Administration                 |
| 6. Ben Skidmore      | Office of Management and Budget                 |
| 7. Matthew Cornelius | Office of the Federal Chief Information Officer |
| 8. Somer Smith       | Office of the Federal Chief Information Officer |

### Meeting Minutes

1. Meeting minutes from May 21, 2018 were approved by the Board.
2. The Board discussed the cadence for notifications to the teams that presented to the Board on May 24th 3.
3. The Board discussed the documentation package for the notifications to the teams that presented to the Board on May 24th

*The following information is deliberative and shall remain confidential.*

## Voting Decisions

### PROJECT DETERMINATIONS

*There were no project determinations at this Board meeting.*

## Voting Record

*There were no votes held at this Board meeting.*

## Meeting Deliberations

### 1. Welcome and Opening remarks – Suzette Kent, Chair

- Talking through how we will approach notifications moving forward and timing
- Walk through of documents and discuss two pieces of 1. When we tell presenters, 2. When we tell the Press, 3. When we talk to people on the Hill
- Since we are seeing presentations on the 4<sup>th</sup>, we could delay public notification until then (assuming we make decisions on those presentations)
- One idea: Tell the Hill first, the project teams, then the press
  - We don't want to surprise the people on the Hill with anything coming out in the press
  - While we don't want the authorizers to find out from the press, we also want to tell the project teams/agencies before it goes to the press
- MC: OMB Leg. Affairs lead laid out what they thought was best; her proposed plan is to give a heads up to the authorizers on the hill to give them a heads up about the two that have been awarded and the fact that we have 2 more on Monday, and to tee up that we will do a sit down with the appropriations people next week once everything has gone out
  - Ensure that they will not leak; this sets us up to set up the optimal press rollout – talking about all of the proposals after Monday is probably best for avoiding confusion. Get one message out for the press and see how this can lead out to a bigger event (June 11)
- Before we have any conversations with the teams who made presentations, we want to ask them to keep the results confidential – maybe do that by Friday / Monday (aligns with the conversation on the Hill – everyone hears at about the same time)

### 2. May 21, 2018 Meeting Minutes Review and Approval – Suzette Kent, Chair

- Meeting minutes passed.

### 3. First Pitch presentations Hot Wash & Discuss Agenda for June 4 Board Meeting – Board

- MC: OMB is speaking with appropriators next Friday, all of the information needs to be out by then. Anything after June 4 – the turnaround from letters needs to happen by the end of the day Tuesday (more information to follow, do not discuss until you receive formal notification from OMB)

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- SK: We told them we would let them know by the end of THIS week even though the deliberation was done. We are trying to establish a cadence. The second we tell the agencies we need to prepare for it to get out; not assuming anyone will hold it in confidence.
- GS: Any leg. Conversation; we should plan out all the communications before these discussions; plan out a cadence of Hill, Agency, Media etc.
  - SS: Somer and Matthew will follow up with Grant and Margie to establish an understanding about what they have discussed with Carrie
- SK: If we could be ready to do this by the 7<sup>th</sup> or 8<sup>th</sup> that would be optimal, but we have to do Agencies → Hill → Press
- MC: This is unique because we have a mandatory June 12 reporting requirement (which will be published PUBLICALLY) – might be different the first time around based on the amount of information shared
- AT: What if we have debate on the 4<sup>th</sup>? Are we holding up anything we could be doing now for the proposals?
  - No
- SK: There are other announcements going out next week

#### **4. Review HUD Decision Memo with GSA Edits – Board**

- SK: Want to make sure this draft tells the “why” in enough detail to explain why it is strategic, why it fits TMF etc. – but this will be the only document we share publically
- LC: Best to notify agencies with the full memo, and then if anyone shares it all of the concepts are there and giving the full picture will be the right call
- Award Statement of Intent – putting the criteria we looked for out there will be very helpful for the public
- Action items – we need to look at how we include those things as deliverables we have asked teams to create. We might want to keep these deliverables in there somewhere else
  - We could do a letter that captures these particular items and these memo “Funding Decision Memo,” with criteria attached
  - If we send both of those documents at the same time, action items will get out → maybe require a follow up with the GSA PMO in the Award Statement of Intent so that they do not get out to the public (action items)
  - Give the basic info – then require a sit down to hammer out the deal
- AT: If we don’t put it out there, we can get into a back and forth with an agency where they push back on requirements
  - SK: The only two things we really have in there are regarding the auto-generating code, and also that we are pushing the teams to develop a playbook for release → both of these are pretty benign and as far as a signal... the signal you are sending is strong and doesn’t actually box you in
  - JJ: These are specifically for HUD, this should be specifically for HUD
  - SS: GAO is going to ask for this regardless
- SK: Comfortable with the information in the memo – and if we want to put a statement at the end “final details are subject to formal agreement,” or some sort of binder that says “more details to come,” that would be ok. Most things in the memo are things we want people to hear and understand, agrees we will have to talk with GAO on the side, and we want to keep all the detail out of general communication as much as possible. We want to

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reserve the right to pull back if we learn new things – agrees with AT that we are making a commitment, but it doesn't mean we will give them exactly as they ask for it.

- AT: This is the Letter of Intent which has some final principles in it, but this isn't the final written agreement. We are ok with this getting out.
- EG: Wondering if the summary and the Board decision → the board *intends* to...
- CW: A talking point the Board agreed on the meeting was having a discussion before the next trench of funding goes out
  - Monthly written reports, quarterly in person reports tied to the next incremental transfer (in current criteria)
  - We need things to move at the pace we expect
  - "Promptly reporting any challenges outside of the regular report cycle" – not just waiting for the next monthly / quarterly report
- Talking points – some sort of sentence about the Board evaluating the project at each milestone vs. just blanket funding → active management
- SK: SK and Grant will go through the HUD document today and other Board members should look through to make sure they aren't missing anything

**5. Discuss DOE Decision Memo – Board**

- Should follow the same outline as the HUD memo.

**6. Update on Possible Board Event June 11 – Suzette Kent**

- No update – Matt and Liz; touch base with Matt Lira about award information by that date
- MC: Has another meeting with Matt Lira this afternoon

**7. Next Steps on Recently Reviewed USDA and DOL IPPs / Review Board Specific Questions – Board**

- Drafted Appendix A – what is the next step?
- MG: Key them up for a presentation as quickly as possible – ask them to present cohesively, and they may need time to plan that out
  - Will be talking to the DOL CIO this afternoon
  - LC: Informal conversation is fine as long as GSA PMO sends out the official letter
  - SK: We can also have a direct phone call just to let them know its coming so they can hear on the same day
- We will make sure teams know they should be providing one presentation
- Schedule a presentation with Matt Cutts on that presentation
- MK: We want a common approach, and given that they have common partners... do we want to recommend they bring the common partners to the presentation? (State, DHS)
  - This should be an assumption – the team should be all partners / contributors.
  - **We will put this in the appendix A memo**
- SK: SK will call Gary today to let him know by 4:30

**8. Brief Update on USACE and GSA Phase II Projects and Reverted Projects – GSA PMO**

- We have team leads and are scheduling kick off meetings next week, these two will be moving quickly
- Setting up check ins with reverted projects, will have an update shortly. All teams have been interested in resubmitting proposals

**9. Next Steps and Confirmation of Action Items – Board**

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- We need to figure out a bigger room, and having people on the phone doesn't work well so we need to get a count of how many people are coming so that we can arrange the space to make it comfortable (SK)
- SS: Has been talking to Alex about new rooms and better displays as well
  - We will plan to keep the agenda for Monday with the same schedule as the last pitch presentations, and then follow up to see if there are any additional changes
- SK: If we could stage the decision memo that may be a good use of time this week
- LC: We have talked about doing a PMO overview to the board in the past, we will do some pre-work to get this ready as quickly as we can
- LC: Call Margie

## **10. Adjourn**