**ELECTRONIC GOVERNEMENT ADVISORY COUNCIL (eGOV)**

**February 19, 2014**

**Members or Official Designees**

**Ron Baldwin**, Department of Administration; **Sheila Hogan**, Department of Administration; **Alan Peura** (designee for Mike Kadas), Department of Revenue; **Karen Harrison**, Public Representative; **Doug Mitchell** (designee for Meg O’Leary), Department of Commerce; **Sen. Christine Kaufmann**, State Senate; **George Parisot** (designee for Pam Bucy), Department of Labor and Industry; **Linda McCulloch**, Secretary of State; **Sherri Davidoff**, Public Representative; **Jennie Stapp**, Montana State Library; **Rep.** **Jonathan McNiven**, State House of Representatives

**Guests**

**Jill Willhoite**, Montana Interactive; **Jason Pekovitch**, Montana Interactive; **Samantha** **Mongoven**, Montana Interactive; **Becki Kolenberg**, Montana Interactive, **Greg** **Snortland**, Montana Interactive, **Mike Tooley**, Department of Transportation; **Terry** **Hutton**, Department of Revenue; **Katherine Guenther**, Legislative Audit Division; **Karen Palmer**, LMG Security; **Larry Krause**, Department of Commerce; **Wayne** **Johnston**, Department of Administration

**SITSD Attendees**

Audrey Hinman, Denise Adamson, Tab Dougherty, Kenny Kyler, Linda Kirkland, Dave Carlson, Evan Roberts, Barry Fox, McKinley Gunter, Lynne Pizzini, and Rhonda Haight

**Call to Order and Introductions – Sheila Hogan**

Sheila Hogan called the meeting to order at 1:02 p.m. She welcomed the Council and audience to the February Electronic Government Advisory Council meeting.

**Approval of Minutes, November 14, 2013 Meeting \*\*Action Item\*\* – Sheila Hogan**

George Parisot moved to approve the November 14, 2013 minutes. Linda McCulloch seconded the motion. The motion passed unanimously.

**2013 – 2015 Meeting Schedule \*\*Action Item\*\* – Sheila Hogan**

Sherri Davidoff moved to approve the 2013 – 2015 Meeting Schedule. Rep. Jonathan McNiven seconded the motion. The motion passed unanimously.

**Operating Procedures \*\*Action Item\*\* – Sheila Hogan**

Doug Mitchell moved to adopt the operating procedures. Karen Harrison seconded the motion. The motion passed unanimously.

**Montana Data Portal – Audrey Hinman**

The first handout was the State CIO’s Vision for Montana.gov Portals, which is the overlapping of three portals:

* Business Portal
* Transparency Portal
* Data Portal

The second handout was the Montana Data Portal brochure. It is a one page brochure that identifies information on what this initiative is and why we are doing it. For the Montana Data Portal, data.mt.gov will be the URL. This Portal will meet the needs of citizens and businesses in Montana as well as State employees for the sharing of data between agencies.

Objectives:

* Increase state government transparency
* Enable better decision making through data analysis
* Modernize the way Montana uses and shares information
* Make data easy to find, explore, use, and visualize
* Enhance the way state organizations interact with their customers
* Information generated can be displayed on any website or application

Audrey introduced the Montana Data Portal team members: Tab Dougherty, Kenny Kyler, Denise Adamson, Barry Fox, Evan Roberts, and McKinley Gunter. In a support and stakeholder role are Linda Kirkland, Dave Carlson, and Ron Baldwin.

The State has entered into a contract with Socrata, which is a subcontractor of Montana Interactive, to provide the Portal. Socrata is a company that is a leader in providing government data portals across the nation. They have over 90 contracts with government institutions including data.gov for the federal government, the State of Washington, New York City, the State of Oregon, and Edmonton, Alberta. This contractor is sharing with us their best practices in providing a data portal.

The third handout was the Montana Data Portal Technical Architecture explaining the Socrata cloud solution and how Montana is implementing the software. Normally in a Socrata implementation, about half of the data sets provide are for the public and half are internal to authorized state government employees. Socrata is FIPS (Federal Information Processing Standards) certified and has gone through regimented testing at the federal level.

SMEAGOL is the name SITSD is using internally to describe a middle-tier layer provided by SITSD for services and for extracting data and then pushing it into the cloud.

SITSD is looking to develop partnerships with agencies that have data and want to use this tool. The tool allows for charts, graphs, maps and other data analysis to be embedded into any website. The tool has many capabilities to do analytics on data sets and correlations between data sets. It also has a built in GIS mapping capability to create maps with any address oriented data.

There is a draft Memorandum of Understanding (MOU) outlining the roles and responsibilities between SITSD and participating agencies. The MOU needs to be approved prior to the agency uploading any data sets.

The Montana Data Portal is ready for implementation, but before we can make it available to the public, we need a sufficient number of data sets from agencies. SITSD has repurposed an existing FTE (staff member) for managing and supporting the Portal.

SITSD is not looking to replace anything that an agency is currently doing; this is simply another tool available to agencies. The Department of Commerce has been our first partner and has provided us with a data set for testing purposes.

What SITSD needs from this Council is what kind of data you want to have available on the Portal and advise us on how you want us to prioritize the data sets. Also, to give some feedback on common data elements and the gold source ownership for those common elements. We are asking for support and help in spreading the word about the capabilities of the Portal and garnering participation.

Alan Peura, Department of Revenue, would be interested in participating with their tax expenditure data. Revenue has 15 – 20 years of data. They are willing to discuss the Portal and the tools available.

A discussion ensued on the need for common data elements and the gold source ownership of the data. The Council felt like standards for common data elements were a must for the Portal to aid in data correlation and analysis.

**Montana Interactive General Manager’s Quarterly Status and Financial Report – Jill Willhoite**

Jill presented the Pricewaterhouse Coopers yearly audit and the General Manager’s Report.

There was a conversation regarding the confidentiality of certain information presented by Montana Interactive. NIC, Montana Interactive’s parent company, has requested that certain information the State has always received now be handled as confidential information. Mike Manion, Chief Legal Counsel for the Department of Administration, will attend the next Council meeting to discuss the topic further.

Jill introduced two customers that Montana Interactive has worked with to share their experiences: Director Mike Tooley, Montana Department of Transportation and Wayne Johnston, Department of Administration Banking and Financial Institutions Division.

Mike Tooley presented the success of an eGovernment service for the Aeronautics Division for online pilot and airplane registration. Pilots and airplane owners stated it would be helpful to register online, so in conjunction with Montana Interactive, they had that system built and it is now in operation. This service allows customers to complete their pilot and aircraft registration or renewal, or purchase different services and pay online. It benefits customers because they do not have to drive to Helena or use the mail and it reduces the processing time on the State side so employees can work on other projects. The next phase for this project includes airport loans and grants applications, a Transportation Department inventory program, and search and rescue clinics support information. Technologically, we are pleased with this application. It is easily viewable on any device and the adoption rate for pilots is 25% and for aircraft registration it is 15%. This was a successful project because of good coordination and use of time. Director Tooley stated he enjoys working with Montana Interactive and he looks forward to more projects in the future.

Wayne Johnston presented an alliance partnership with Montana Interactive. The Division of Banking Financial Institutions licenses all mortgage companies, mortgage brokers, lenders, servicers, and mortgage originators in the State. They also charter all of the State chartered banks and credit unions. Through that regulation, they do safety and soundness examinations of the financial institutions and compliance examinations of mortgage companies. Two years ago, Commissioner Melanie Hall recognized that they didn’t have information in one central place and she made it a priority to search out and find a system that would work and correlate all this information. Iron Data and Montana Interactive had eight months from signing the contract to the implementation date and they met the timeline and were within budget. The second phase was an online portion, which allowed for banks and licensees to securely submit documents, make payments, follow up on complaints, and pay bank assessment fees. Montana Interactive has been very helpful and the Division of Banking and Financial Institutions has rated the project as very successful and looks forward to working with Montana Interactive again in the future.

Montana Interactive then presented new processes they have implemented in a presentation titled, “Offering Transparency and Enhancing Communication through Improved Processes”.

**Security of State of Montana eGovernment Services – Lynne Pizzini**

Lynne Pizzini discussed the security of Montana’s eGovernment services and made a presentation titled, “Taking the Bite Out of Risk”. Highlights included:

* Defense in depth
* We have multiple layers of security
* NIST requirements
* Overview of network configuration
* Utilizing ePass Montana
* Other Controls
* Login meets minimum requirements
* Web filtering
* Web firewall
* Intrusion Detection System (IDS)
* Anti-Virus Software
* Monitoring
* Personnel monitor various parts of the system
* We have external monitoring and reporting
* Log reviews are conducted by staff internally
* Audits
* Internal staff does monthly, quarterly and annual audits on systems
* Third party audit will be conducted soon
* Annual vulnerability scanning on all systems

Discussion ensued on the best security defense for the State of Montana’s eGovernment services.

**Open Forum**

* **Future Agenda Items – Sheila Hogan**
  + Get information out early, including Montana Interactive’s information
  + Internal discussion on confidential information
  + Mission of this Council
  + More time for discussion
* **Member Comments – Council Members**
  + None
* **Requests for Staff Support** **– Council Members**
  + None
* **Public comment on any matter within the eGov Council’s jurisdiction - Audience**
  + None

**Sheila Hogan adjourned the meeting at 4:54 p.m.**

Next Meeting: Thursday, May 15, 2014, 1:30 p.m. – 4:00 p.m.; Room 137 Capitol Building