

Web Portal Board Meeting Minutes

October 11, 2017

3:00 PM

Type of Meeting: Regular Meeting

Meeting Facilitator: Harry Bell

Board Members Attending:

- John Quinn, CIO
- Chris Winters, Deputy Secretary of State
- Brad Ferland, Deputy Secretary of the Agency of Administration
- Scott Murphy, State Librarian
- Patricia Gabel, State Court Administrator
- Tracey Harrington, VSEA
- Dawn Carrillo, VSEA
- Representative Van Wyck, State Representative
- Mike Smith (awaiting approval), Governor's Appointee

Board Members Absent:

- Senator Brian Campion, State Senator

Others in Attendance:

- Harry Bell, Director of Web Services
- Jamie Gage, General Manager of Vermont Information Consortium (VIC)
- Zach Kent, VIC Director of Development
- Kimberly Cuciti, Incoming General Manager of VIC

I. Call to order

II. Introductions

III. Welcome new members

IV. Election of Chair

Chris Winters nominates John Quinn as Board Chair

Tracey Harrington seconds

The Board votes

- 9 yeas
- 0 nays
- 1 absent

The yeas have it, John Quinn is elected chair.

V. History of the Web Portal Program

A written history of the program was distributed by email. Board members are offered a chance to ask any questions. There are no questions.

VI. Review of 2016 Audit and response to the recommendations

The audit questions were distributed via email when the meeting was scheduled. The two items directed to the board were discussed, meeting semi-annually and approving the VIC Business Plan. This year was a little strange as there was no Web Portal Board for most of the year therefore the current plan does not reflect the input of the board. This will be addressed at future meetings.

This item also led to further discussions of the board's role in the Web Portal. It was agreed after discussing that this would be addressed at future meetings.

VII. Contract Amendment

The amendment would replace the Interagency Agreement in the existing contract with a new version that includes a standard fee for the App Engine service. A service that allows any state entity to quickly deploy a new form. VIC gave a brief demonstration of the service using other states' portals.

Jamie Gage gave a brief description of the amendment and John Quinn spoke to the need for the amendment.

It was raised that there is currently no language in the contract dealing with the method of distributing funds collected by VIC. Currently some services use a method where the state collects all funds and then pays VIC for the transactions. While for other services VIC retains the fees and only transmits the remainder to the state. Several board members felt that this should be standardized to the former model.

After discussion the board decided to not act on the amendment until this could be settled.

VIII. VIC Presentation

See attached

IX. Q&A

There were no additional questions

X. Suggested items for next meeting

The amendment and the VIC Business Plan for the current fiscal year were suggested.