

Web Portal Board Meeting Minutes

January 10, 2018
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
- Jeffery Loewer for Patricia Gabel, Court Administrator
- Tracey Harrington, VSEA
- Dawn Carrillo, VSEA
- Representative Van Wyck, State Representative
- Mike Smith, Governor's Appointee

Board Members Absent:

- Senator Brian Campion, State Senator

Others in Attendance:

- Harry Bell, Director of Web Services
- Andrew Campbell, Courts
- Zach Kent, VIC Director of Development
- Kimberly Cuciti, General Manager of VIC

I. Call to order

II. Contract Amendment 2 Presentation

A proposed amendment was put before the board for the Web Portal Contract. The amendment includes several separate alterations to the contract and so each item in the proposed amendment was put to a separate vote.

1. Extend the term of the contract by an additional three years (Item 4)

There was discussion from John Quinn and Brad Ferland concerning the general policy concerning the extension of contracts without competitive bid. There was consensus that the board would want to follow this policy.

This item was voted down unanimously.

2. Insert language that requires agreements under the contract to comply with 32 V.S.A. §502 (Section 6, Item B)

There was no discussion on this item.

The item was approved unanimously.

3. Remove the ban on VIC staff communicating with state entities without written permission. (Section 3)

Harry Bell offered some history on this item, the current language was instituted by the previous administration to limit VIC's access to state staff. John Quinn explained that the new administration is asking VIC to approach state staff and therefore this language should be updated.

The item passed unanimously.

4. Change the business model to replace the requirement for functional design with a project workshop (Section 2; Section 3; Section 4; Section 18; Exhibit 1, Section 4; Work Under this Contract Section 2)

Harry Bell explained that the business process for the Web Portal Contract has changed since 2012 when the current contract was written. Projects used to require that the state create a functional design prior to meeting with VIC to initiate a project. This has been replaced by a workshop process where the state partner and VIC jointly develop a functional design. The change was requested to bring the contract into agreement with current practices.

The item passed unanimously.

5. Create a provision to allow time and materials work on small projects with prior approval. (Work Under this Contract, Attachment B)

Harry Bell explained that the current contract was written just after the Douglas administration ended. At the end of the Douglas administration the original Web Portal Contract was amended to allow VIC to work on a time and materials project at the state's request. This project did not work well for either VIC or the state. When the new contract was written it was made clear that this was not to happen again and so all time and materials work was excluded from the contract. This resulted in VIC having to turn down several small projects that were in the best interests of the state. This item would allow time and materials work by VIC with approval of the board required for each project. This will fulfil the original intent of the contract while providing flexibility for the state.

A brief discussion followed that answered questions raised by the board members. It was agreed that a rate sheet would be included in the final version of the amendment.

The item passed unanimously.

6. Create a provision that would allow VIC to charge site owners for a premium Website that offers features outside the standard template. (Work Under this Contract, Attachment B)

Harry Bell explained that this item was the result of state entities requesting additional functionality for the VIC hosted Website solution that could not be supported by the current no-cost hosting offered by VIC. The amendment allows a yearly support agreement paid for by the owner of a site that would provide development, support and maintenance of unique features for individual sites.

A question was asked about charging for open source software. It was explained that it was additional support and maintenance for sites with unique features that required VIC be compensated for their time, not access to the open source Drupal software on which the VIC system runs.

A question was asked about unique features created under this item eventually becoming part of the standard template. It was explained that should a feature that a site owner was paying to have supported become a standard feature that the support agreement would be modified or eliminated for that feature.

The item passed unanimously.

7. Add Language that would open the contract to municipalities. (Other)

This item was originally proposed by John Quinn at the October meeting. The hope was that municipalities could engage with VIC to include services they offer, such as tax payments, into any service portals VIC creates in the future.

There was discussion about how municipal work would be prioritized, how municipalities might be represented on the board (it would require an update to the statute to alter the makeup of the board) and how VIC would work with municipalities through ADS.

The item was passed with one nay vote from the Judiciary designee.

III. 2017 Business Plan approval

VIC presented the Business Plan that is operational for fiscal year 2018 to the board.

It was noted that the plan is for the time period July 2017 – June 2018. This means that the plan for the fiscal year is not being made official until the year is half over. The reason for this is that the Web Portal Board was not constituted until October 2017, when the first meeting of the new board was held.

After VIC's presentation the plan was approved unanimously.

IV. 2017 Annual Report

VIC presented the FY 2017 Annual Report on the contract.

There was no discussion.

V. Auditor memo for service owners

The memo was requested as a result of the 2016 audit of the Web Portal to inform VIC service owners of the need to reconcile their records with the financial information provided by VIC.

The memo was presented. A suggestion was made to add an additional sentence requesting feedback from recipients.

The memo will be updated and provided to John Quinn to forward to service owners as Chair of the board

VI. VIC Presentation / App Engine Update

VI presented the status of current App Engine projects

VII. Q&A

None

VIII. Suggested items for next meeting

Taking up the revise amendment.