

Access Idaho Steering Committee

Subcommittee of the Idaho Technology Authority (ITA)

Approved Meeting Minutes

Thursday, July 29, 2021, 1:30 pm MST

Webex link (with video): <https://idahogov.webex.com/meet/mary.bir>

Teleconference (audio) only/dial-in:

Toll-free phone: 1-833-695-0549 / Access Code: 133 062 4021 #

No attendee ID required, press # to join

11331 W Chinden Blvd. B201, Boise, ID 83714

ATTENDANCE

- ROBERT BUTLER, Office of Information Technology Services
- CHAD HOUCK, Secretary of State's Office
- DAVE TOLMAN, Idaho Transportation Department
- JEFF WALKER, Access Idaho Project
- MIKE WOODFORD, Office of Information Technology Services
- BRIGETTE TEETS, Office of Information Technology Services
- MARY FRANCES COFFMAN, Office of Information Technology Services

WELCOME

Chairman Butler called the meeting to order at 1:38 pm MST. A quorum established.

MINUTES

MOTION: Mr. Tolman moved, and Mr. Houck seconded a motion to approve the minutes of the June 4, 2021, Meeting, as written; the motion passed unanimously.

REPORTS FROM ACCESS IDAHO

Jeff Walker, Access Idaho, gave a brief overview of the GM report.

Access Idaho's current priorities include:

- Governor's Office Website
- Commercial Drivers Monitoring
- Correctional Industries Online Store
- Legislative Services State Store
- Idaho Transportation Department Aeronautical Division Renewal System

Upcoming projects include:

- Idaho State Tax Commission Tax Payment Portal
- Idaho Transportation Department Push notification reminders for vehicle renewals
- Dept. of Health and Welfare Vital Records ID validation & Payment engine integration

Other updates:

- Creative services put on hold until Governor's website is completed
- Access Idaho is looking to add a Project Manager to their team

REVIEW OF SERVICE LEVEL AGREEMENT(S)

Mr. Walker, reviewed the following SLA's:

- Department of Juvenile Corrections - Addendum C
- Idaho Industrial Commission - Addendum C
- State Insurance Fund Idaho Petroleum Storage Tank Fund – SLA/ Addendum A
- State Insurance Fund Idaho Petroleum Storage Tank Fund – Addendum B
- Idaho Department of Environmental Quality - Addendum G

TABLED - State Insurance Fund Idaho Petroleum Storage Tank Fund – SLA/ Addendum A

TABLED - State Insurance Fund Idaho Petroleum Storage Tank Fund – Addendum B

MOTION: Mr. Tolman moved, and Mr. Houck seconded a motion to approve the Department of Juvenile Corrections - Addendum C, Idaho Industrial Commission - Addendum C, and Idaho Department of Environmental Quality - Addendum G, as written; the motion passed unanimously.

OTHER BUSINESS

AI EXTENSION/ADDENDUM

Mike Woodford, Office of IT Services, provided an update on the Access Idaho Extension/Addendum.

Mr. Woodford explained the current agreement began July 1, 2019 and expired on June 30, 2021. The agreement had two 1-year extension terms, both 1-year extension periods were exercised. The agreement now expires June 30, 2023.

Mr. Woodford described the added terms:

- IIC/NIC will submit the Access Idaho GM report each month to ITS and the Access Idaho Steering Committee with descriptions of ongoing maintenance and projects and a projected completion or delivery date for each.
- Required Class Action lawsuit participation (i.e., Visa/MC Payment Card Interchange Fee Settlement Suit \$5.54B)
- During the extension term, Idaho intends to issue a competitive solicitation for all or portion of the scope of the current agreement. IIC/NIC in responding to the competitive solicitation may be awarded all, some, or none of the new contract. In preparation for potential changes, delivery of services inventory and transition plan are required.

COMMITTEE MEMBERSHIP & MAKEUP DISCUSSION

Chairman Butler led a discussion about committee membership and makeup. Mr. Butler expressed interest in expanding the group by a few members.

A brief discussion followed, and it was agreed that local units of governments should be represented. They also agreed that it is important to look at the userbase to find a unique person that isn't a state agency, city, or municipality, and has a large volume of customers to bring a different perspective.

Mr. Tolman suggested looking at the Charter to better understand the committee's responsibilities and to ensure inclusiveness. Chairman Butler thought that was a great recommendation.

Chairman Butler led a discussion about voting and non-voting members. It was agreed that all participating members should have a vote.

Following the discussion, Mr. Butler clarified they are not soliciting membership at this time.

ADJOURNMENT

Meeting was adjourned at 2:37pm. The next meeting date is scheduled for August 26, 2021.



Mary Frances Coffman, Office of IT Services