

Minutes

Monday, May 7, 2012

Commonwealth Enterprise Solutions Center (CESC)

Multipurpose Rooms 1222-23

11751 Meadowville Lane, Chester VA 23836

Attendance

Members present

Richard S. Alvarez

Jennifer Aulgur

Linda D. Foster

Lt. Col. Robert G. Kemmler

Christopher I. McIntosh

Belchior Mira

CIO Sam Nixon, Vice Chair

Cathy Nott

Dr. Ernest F. Steidle

Members absent

John R. Broadway

Karen R. Jackson

Secretary James D. Duffey, Chair

Richard D. Holcomb

Jamie Walton

Jamie Lewis

Dendy Young

Others present

Janice Akers, VITA

Dan Widner, VITA

Dr. Joseph Grubbs, VITA

Jerry Simonoff, VITA

Doug Wilson, VITA

Call to Order

Vice Chairman Nixon called the meeting to order at approximately 1:04 p.m.

Mr. Nixon asked Ms. Akers to call the roll. Ms. Akers confirmed the presence of a quorum.

Mr. Nixon noted that draft minutes from the Feb. 6, 2012, meeting were posted online and members were provided with a link to the minutes. He asked if members had changes or corrections to the minutes. There were none. Mr. Nixon asked for approval of the minutes. A motion to approve was brought forth and seconded. The minutes were approved on a voice vote.

Mr. Nixon noted that Chairman Duffey was traveling with Governor McDonnell. Mr. Nixon said the presentations at today's meeting would provide members a wealth of information on what VITA is undertaking and he encouraged input and questions concerning strategic direction for IT in Virginia.

Geographic Information System (GIS)

Dan Widner, Virginia Geographic Information Network (VGIN) coordinator at VITA, gave a presentation on two major efforts in the Geographic Information Systems (GIS) arena, these efforts being enterprise offerings and broadband mapping. Mr. Widner first walked the board members through the responsibilities of the VGIN and the relevant guidelines in the Code of Virginia, including but not limited to: facilitation, coordination of GIS, and cost effectiveness. The VGIN Advisory Board consists of gubernatorial and legislative appointees. VGIN customers include state agencies, local governments, the private sector, utilities, non-profits and citizens. Mr. Widner discussed the 2010 VGIN Advisory Board's endorsement of a five-year GIS Strategic Plan. The top programs that came out of the plan included:

- Virginia Base Mapping Program (VBMP) Orthophotography (statewide contract)
- VBMP Road Centerline (RCL)
- GIS Clearinghouse
- Outreach programs
- Broadband mapping (grant funded)

The VBMP orthophotography statewide contract is a four-year contract for mapping services. Mr. Widner explained that through a RFP process, VITA contracted with the vendor to procure and pay for base imagery products, which allows the locality to purchase a base product and save money. VITA's Supply Chain Management (SCM) manages the contract. Mr. Widner said that this was the fourth fly-over that VGIN has done, and that the 2012 release of another RFP is imminent. All of the imagery is delivered over the internet with no redundant storage. Mr. Widner pointed out that all imagery is housed at CESC. Mr. Widner then touched upon three initiatives that VGIN manages, and briefly gave a high-level overview on the Road Centerline Project, GIS Clearinghouse and outreach programs. Mr. Widner pointed out to the Board members that VGIN also collaborates with Google, MapQuest, ESRI, Navteq and TomTom.

Mr. Widner moved on to the topic of broadband mapping and noted that Virginia is the only state in the nation to produce a broadband availability map at no cost to its citizens' pre-ARRA (American Recovery and Reinvestment Act). Mr. Widner stated that this achievement is in part due to a five-year federal grant through CIT and the Secretary of Technology's office (2010-2015). Mr. Widner noted that Deputy Secretary of Technology Karen Jackson worked in 2009 to produce the original broadband map, and that VGIN currently is re-vamping that map and hopes to roll out the next version this year. Now that VGIN has this critical mass of data, Mr. Widner hopes to identify practical uses for leveraging the information. Examples include a Joint Legislative Audit and Review Committee (JLARC) study for the

Tobacco Commission, pharmacies using electronic prescriptions, Virginia broadband coverage for electric service providers, a vertical assets mapping tool to identify potential tower areas, broadband penetration analysis, and smart grid potential assessment. Mr. Widner also emphasized the importance of broadband and health IT (HIT), and described the ways in which broadband data can be combined with mapping data to locate local healthcare providers and broadband access points, and determine areas where access to both services is deficient. The goal, Mr. Widner pointed out, is to integrate IT into the health field, and find out where the areas of greatest need are located.

Mr. McIntosh asked if the vertical assets mapping tool only included cellular towers. Ms. Jackson commented that it included all assets, not just towers. She further stated that the data was pulled from multiple sources because most localities don't count tall buildings/silos as antenna ready. Mr. McIntosh thanked her for her information and commented that this is a tool that will help his agency in its annual public safety study.

Data Use and Reciprocal Support

Dr. Grubbs gave an overview of the Commonwealth of Virginia's DURSA. He outlined his agenda, which included a discussion of the elements of a Data Use and Reciprocal Support Agreement (DURSA), the recommendations of the Secretarial Committee on Data Sharing, and the current progress of Virginia's DURSA.

Dr. Grubbs explained that a DURSA is a trust agreement between multiple parties, and is more scalable and sustainable than a typical memorandum of agreement (MOA). A DURSA is a living document that can be modified. DURSA elements include: technical specifications, requirements/expectations, accountability/enforcement, identify/authentication and transparent oversight/governance. Dr. Grubbs believes that a DURSA can be a governance model and is a shared decision-making process among the participants. Dr. Grubbs also noted that a secretarial committee on data sharing had been formed in August 2011 by the Secretary of Health and Human Resources and the Secretary of Technology. The committee explored potential models for a Virginia DURSA and prepared a set of recommendations, which can be found on the VITA website. The recommendations are as follows:

- **Recommendation 1:** Issue an executive-level directive to COVA agencies to establish a trust-agreement framework in support of enterprise data sharing
- **Recommendation 2:** Form a governance committee ... to develop, implement, and maintain a trust-agreement framework for the Commonwealth
- **Recommendation 3:** Identify applicable legal, regulatory, and policy constraints impacting data sharing, and orient the trust-agreement framework to comply with applicable requirements
- **Recommendation 4:** Identify legal requirements for informed consent and authorization, and design the trust-agreement framework to comply with these requirements

- **Recommendation 5:** Develop policies, standards, guidelines, and procedures to govern the operations, onboarding, maintenance, breach resolution, and certification processes associated with the implementation of the trust-agreement framework

Dr. Grubbs admitted that the timeline is aggressive for pulling together a COVA DURSA. He is hoping to finalize a DURSA by July 2012 with the legislative package ready to be submitted in August 2012 for the General Assembly's 2013 session.

Mr. McIntosh commented that the creation of a COVA DURSA was definitely needed and happy to see it in the works. Mr. McIntosh said that he would like to see security and public safety included in the creation of a COVA DURSA, as well as local private sector organizations. Dr. Grubbs answered that the focus has primarily been on onboarding the HHR agencies as the first step as well as drafting a working MOA with DMV on the project. Dr. Grubbs went on to say that the future onboarding of agencies is going to happen and the public sector also will be included.

Dr. Steidle asked how doctors' offices were going to be brought on and if they had to sign an Electronic Health Record (EHR). Dr. Grubbs replied that practitioners were being onboarded with "ConnectVA," and that they are working to keep the documents similar. Dr. Steidle also asked if the DURSA could be used between state agencies and if there was a citizen approval area. Dr. Grubbs confirmed that the DURSA could be used by state agencies and that he is building in an informed consent section. Dr. Steidle wondered if the DURSA outlined participants and who owns it. Dr. Grubbs stated that very clear policies were being put forth on how and why the information is exchanged, and how data standards are developed and maintained.

Ms. Nott asked for clarification on the legislative package and what it would include. Dr. Grubbs replied that it would include any changes to the code regarding the sharing/allowance of data exchange. He also pointed out the possibility of a governance framework and whether or not it should be codified. Ms. Foster asked if a schedule had been developed detailing when other agencies would come on board. Dr. Grubbs said that only HHR had joined at present, although he would like to start discussions with interested agencies. Mr. Nixon commented that the underlying structure is being built so that the non-HHR community would be able to use it. He pointed out there is limited bandwidth with federal requirements and deadlines but that it will be made available. He agreed to have future presentations made available to the Board in its quarterly meetings.

Personal Device Guidance and Draft Stipend Policy

Mr. Doug Wilson, VITA service delivery manager – voice and video, presented an overview on the mobile communications use draft policy under current review. This policy is being developed to establish the minimum state parameters under which agencies can develop internal policies to the Bring Your Own Device (BYOD) in information technology environments. Mr. Wilson stated that the three main

objectives in the policy are to allow personal (individual liability) devices in the workplace, develop methods for securing Commonwealth data on personal devices, And create cost savings that are shared between the agency and employee. He clarified that only handhelds such as cell phones, Blackberries, smartphones, Personal Digital Assistant (PDAs), and tablets were being considered in the policy at this time. Mr. Wilson said that the first draft of the policy is being developed and will incorporate all feedback and concerns as needed. The policy is needed to separate the personal data from Commonwealth data. Mr. Wilson stated that Good Technology is being used to house the two sets of data on employees' devices. The Commonwealth then can control the data through technology. Mr. Wilson also clarified that compensation/stipends will be issued only for devices with data packages; voice only devices will not be covered.

Mr. Nixon commented that the objective is not to provide a monthly fee. Instead, an employee who has a device can install this Good Technology on it and reduce the number of devices the employee must carry and potentially save money. He went on say that it is up to the agency head to decide if the agency wants to utilize the stipend. He stated that the advantages are cost savings and security.

Mr. Wilson continued to outline the stipend policy as \$45 per month. Only one device is permitted per person and the user must have a data plan. He encouraged everyone to examine the draft document on Online Review and Comment Application (ORCA) for review and comment until May 12. Mr. Alvarez suggested a two-tier approach to the stipend of \$45 and \$65, based on the employee's function. Mr. Nixon replied that the number was set based on what employees spend today, and that he is sensitive to the potential misinterpretation that the state would be paying for employees' cell phones. Mr. Wilson observed that the state data and enterprise systems needs to be protected and Mr. Nixon agreed that all access for employees is the same through Good Technology. Ms. Nott asked if the \$45 was part of the employee income or a reimbursement. Mr. Wilson responded that it was considered a reimbursement. Mr. Nixon also pointed out that agency finance directors should review the reimbursement policy before it is implemented.

eGov Update

Jerry Simonoff, VITA director of Enterprise Solutions and Governance, gave an outline of the eGov services awards, contract overviews, transition points and an upcoming open house. Mr. Simonoff explained the focal point for the initiative as well as the monitoring and performance of the Web services contract and the provision of guidance for the eGov Services model. He was pleased to announce that the awards were official:

1. Virginia.gov portal supplier
 - CapTech Technologies
2. Operations and Maintenance (O&M) suppliers
 - CyberData Technologies Inc.
 - BroadPoint Technologies

3. Hosting Suppliers
 - AIS Networks
 - CyberData Technologies
 - SiteVision

Mr. Simonoff stressed that the eGov Services model was built on flexibility, choice and price competitiveness. The goal was to provide greater transparency of Commonwealth funds. He also reviewed the contracts and their possible uses, and how the processes were being formalized. Mr. Simonoff cautioned that many details still remain to be worked out regarding the transition process. He said VITA will assist agencies in defining requirements, selecting a solution and tracking activities to complete the transition. Mr. Simonoff said that VITA currently is focused on due diligence to test code from Virginia Interactive (VI). This includes 146 applications, 128 websites (hosted) and six Sharepoint sites that need to be moved over, a process that will, admittedly, take time. The testing will continue through. Mr. Simonoff encouraged Board members to attend the eGov Services open house on May 17 at the James Monroe Building. He said it would be a great opportunity to meet the suppliers and get an understanding of their offerings.

Mr. Mira asked if there were going to be additional costs to the agencies and whether funding would be provided. Mr. Simonoff replied that VITA wants to help mitigate the costs and work with agencies to look at possible avenues to fund costs. Mr. Nixon stated that this would be a 15-month transition and VITA would be communicating more as it finalizes information. He strongly encouraged everyone to attend the open house.

New Business

Mr. Nixon asked for new business. There was no new business.

Public Comment

Mr. Nixon asked for public comment.

Mr. Burhop asked Mr. Simonoff if VI agreed to the transition. Mr. Simonoff said that VITA exercised the extension option in the contract for up to one year, and VI plans to be cooperative. Ms. Nott asked if any contingency was in place should VI's income stop at the end of August 2012, and if such a stop would affect agencies receiving free services. Ms. Nott also expressed concern that VI would have no incentive to continue the relationship through August 2013. Mr. Simonoff responded that the contract is not intended to stop in August 2012. Each service has a transition plan. Income will not stop; it is intended that there will be a continuity of service.

Adjourn

Mr. Nixon adjourned the meeting at approximately 2:39 p.m.