

DRAFT**Minutes****Monday, August 5, 2013****Commonwealth Enterprise Solutions Center (CESC)****Multipurpose Rooms 1222-23****11751 Meadowville Lane, Chester VA 23836****Attendance****Members present**

John R. Broadway
Jennifer Aulgur
Secretary James D. Duffey, Chair
Lt. Col. Robert G. Kemmler
Dr. Joy Hughes
Valerie Thomson
Karen R. Jackson

Christopher I. McIntosh
Sharon Kitchens
CIO Sam Nixon, Vice Chair
Cathy Nott
Richard D. Holcomb
Belchior Mira

Members absent

Dr. Ernest F. Steidle
Dendy Young
Jamie Walton

Others present

Janice Akers, VITA
Marcella Williamson, VITA
Joe Grubbs, VITA
Rich Pollack, VCU Health System

Dave Burhop, DMV
Jerry Simonoff, VITA

Call to Order

Chairman Duffey called the meeting to order at approximately 1:03 p.m.

Mr. Duffey asked Ms. Akers to call the roll. Ms. Akers confirmed the presence of a quorum at 1:04 p.m.

Mr. Duffey introduced and welcomed the newly appointed ITAC members. Gov. McDonnell announced the appointment of three members to the Information Technology Advisory Council. Appointed were:

- Dr. Joy R. Hughes of Oak Hill, Special Advisor to the President and Professor of Engineering at George Mason University
- Sharon L. Kitchens of Lanexa, Chief Technology Officer at the Virginia Department of Taxation
- Valerie E. Thomson of Richmond, Director of Administration for the Virginia Department of Environmental Quality.

Mr. Duffey asked for approval of the minutes from the Feb. 4, 2013, meeting. The draft meeting minutes were posted online and members had been provided with a link to the minutes prior to today's meeting. Mr. Duffey asked if members had changes or corrections to the minutes. There were none. Mr. Duffey asked for approval of the minutes. A motion to approve the Feb. 4 minutes was brought forth by Lt. Col. Kemmler and seconded by Mr. Holcomb. The minutes were approved on a voice vote.

Mr. Duffey then introduced Ashley Colvin, VITA, and his presentation on the "Code Changes Impacting ITAC."

Code Changes Impacting ITAC

Ashley Colvin, VITA legal and legislative services, provided an overview of ITAC's assigned responsibilities and the new statutory changes that came about in the 2013 General Assembly session. ITAC was created as an advisory council between VITA and the secretariats to communicate VITA's activities to customers and ensure that VITA understands customer concerns. Mr. Colvin explained that ITAC reflects JLARC's call for business leaders to provide strategic advice by identifying and communicating the state's business goals and priorities.

ITAC Assigned Specific Responsibilities:

- ITAC's powers and duties include advising the CIO on:
 - Strategies, standards and priorities for use of IT
 - Assessing and meeting business needs through use of IT
 - Prioritization, development and implementation of enterprise-wide technology applications
 - Infrastructure expenditures, including annual review of all agency IT applications budgets
 - Development of IT applications governance framework

Statutory Changes in 2013 Session:

- ITAC shall elect a chair and vice chair annually
 - Neither the Secretary of Technology nor the CIO may be chair

- Meetings are called by the chair, Secretary, CIO, or a majority of members
 - Quarterly meetings are no longer required

Chairman Duffey requested that Mr. Colvin send a package of the code changes to the new members.

Election of a Chair, Vice Chair

Chairman Duffey opened up the floor for nominations for ITAC Chair. CIO Nixon nominated John Broadway, VEC. Ms. Aulgur seconded the motion. Chairman Duffey asked if there were other nominations. There were none. Mr. Broadway was elected Chair of ITAC by a unanimous voice vote.

Chairman Duffey opened up the floor for nominations for ITAC Vice-Chair. CIO Nixon nominated Richard Holcomb, DMV. Chairman Duffey asked if there were other nominations. There were none. Ms. Aulgur seconded the motion. Mr. Holcomb was elected Vice-Chair of ITAC by a unanimous voice vote.

At 1:09 p.m. Mr. Broadway and Mr. Holcomb assumed their roles and continued the board meeting.

Chief Information Officer Update

CIO Nixon began his presentation by thanking Mr. Broadway and Mr. Holcomb for assuming the leadership roles for the board. CIO Nixon then introduced a video entitled "The Story of VITA" that was produced by VITA staff that gives an overview of VITA. The board then watched the video.

After the video, CIO Nixon gave the board a high-level update on VITA accomplishments. Highlights included:

- Launching of the Virginia.gov redesign
- Improvements to the data center and security
- Implementation of the mobile device standard
- Award of a contingency labor contract
- Engagement of Gartner in a organizational change management study
- Finalization of data standards
- Establishment of a geo-spatial data clearing house
- Launch of a workplace collaboration service

CIO Nixon outlined VITA initiatives that are planned for the rest of the year. Included are:

- Preparing a legislative report on the contractual relationship with Northrop Grumman
- Developing cost models for the implementation of eHHR
- Continuing work with data standards for HITSAC

- Replacing the telecommunications billing system to improve work with agencies
- Performing additional upgrades to the Help Desk with Northrop Grumman

CIO Nixon also reminded the board that COVITS will be held Sept. 9-10 at the Richmond Marriott. Governor Bob McDonnell will give the opening remarks. The Governor's Technology Awards will be presented. Registration is open at COVITS.org.

Since the last ITAC meeting, VITA and its employees have been awarded the following:

- Member of the year of the National Society of Black Engineers (highest honor the society bestows): Sheila Alves, VITA's Director of Internal Audit
- State and Local Government Telework/Mobility Program: Virginia Information Technologies Agency Telework Program by Mobile Work Exchange
- Best Government Site: Commonwealth of Virginia and the Virginia Information Technologies Agency (VITA) by SiteCorp - North America Category
- Microsoft Dynamics Customer Excellence Award: [Commonwealth of Virginia](#) project implemented by the Virginia Information Technologies Agency by Microsoft Corp.

Amendments to the HITSAC Charter

Joe Grubbs, VITA data governance service lead, presented a revised the Health Information Technology Standards Advisory Committee (HITSAC) charter and explained. The revised version more accurately reflects HITSAC's efforts. He told members that the revised version had been reviewed by the Attorney General's Office.

CIO Nixon asked if Mr. Grubbs was asking for ITAC to endorse the adoption of the new charter. Mr. Grubbs said yes. CIO Nixon made a motion, approved by Secretary Duffey, to endorse the new charter. Mr. Broadway pointed out that the statutory authority had not been updated in the document per the 2013 session. Mr. Holcomb also asked that this be brought into compliance. Mr. Grubbs assured the council that the charter will be updated before final adoption. CIO Nixon then accepted a change to his motion that the new charter be updated per the 2013 General Assembly Session. Secretary Duffey's seconded the motion, which passed on a voice vote.

New Business

Chairman Broadway asked for new business at 1:45 p.m. There was discussion about meeting dates. CIO Nixon advised the council that previously, meetings have been slated around the chairman's schedule and that scheduling was not required as part of the ITAC meeting. No new meeting dates were set. Chairman Broadway asked for potential topics for future meetings. Ms. Nott suggested a briefing on cyber security and an update on enterprise-wide applications. Mr. McIntosh asked for a briefing on the FirstNet project for Public Safety.

Public Comment

Chairman Broadway asked for public comment at 1:52 p.m. There was no public comment. Secretary Duffey took the opportunity to thank Chairman Broadway and Vice Chair Holcomb for serving in their new roles.

Adjourn

Mr. Broadway adjourned the meeting at 12:55 p.m.