



Minutes

Thursday, April 17, 2008

Virginia Information Technologies Agency (VITA)
Commonwealth Enterprise Solutions Center
Multipurpose Room
11751 Meadowville Lane, Chester, VA 23836

Attendance

Members Present:

The Honorable Aneesh Chopra
Hiram R. Johnson, Vice Chair
Walter J. Kucharski
Len Pomata
James F. McGuirk II, Chair

Dr. Mary Guy Miller
Scott D. Pattison
Bertram S. "Bert" Reese
Alexander "Sandy" Thomas

Members Absent:

Kenneth S. Johnson Sr.

Others Present:

Lemuel C. Stewart Jr., Chief Information Officer of the Commonwealth
John Westrick, Office of the Attorney General
Marcella Williamson, Executive Director, ITIB

Chair's Report

Call to Order

Chairman McGuirk called the meeting to order at 1:01 p.m. He asked Ms. Williamson to call the roll. The presence of a quorum was confirmed.

Approval of the Minutes

Chairman McGuirk introduced the draft meeting minutes from January 17, 2008. Mr. Hiram Johnson made the motion to approve the minutes. Secretary Chopra seconded the motion. The minutes were approved by voice vote.

Announcements

Chairman McGuirk noted that proposed meeting dates for 2009 were included in members meeting notebooks to assist them with scheduling and to keep meetings on a consistent date and time schedule. Meetings will be on the third Thursday in the first month of each quarter: January 15, April 16, July 16 and October 15, 2009. Remaining meetings this year are on July 17 and October 16.

Chairman McGuirk announced that Secretary Chopra has been recognized as one of Government Technology magazine's "Top 25 Doers, Dreamers & Drivers." Board members congratulated Secretary Chopra on the honor.

Chairman McGuirk said that he had received a General Assembly resolution, and felt it was important to take a few minutes to read House Joint Resolution No. 613:

Commending the Information Technology Investment Board, the Virginia Information Technologies Agency, Northrop Grumman Corporation, and the agencies and vendors for successfully moving the Commonwealth's computing and network processing center.

WHEREAS, in 2005 the Commonwealth entered into a public-private agreement with Northrop Grumman Corporation to transform state government's information technology (IT) infrastructure; and

WHEREAS, the Virginia Information Technologies Agency (VITA), under the supervision of the Information Technology Investment Board (ITIB), is overseeing the \$2 billion, 10-year agreement on behalf of the Commonwealth; and

WHEREAS, over the weekend of December 15 - 16, 2007, VITA, Northrop Grumman Corporation, and numerous state agencies moved the Commonwealth's computing and network processing center — the heart of processing and storage of critical information held electronically by state government — to a new, top-of-the-line, more secure and agile computing and network center in Chester; and

WHEREAS, the last move of this size and complexity for state government occurred more than 25 years ago; and

WHEREAS, the move took months of advance planning, involving hundreds of dedicated state employees, Northrop Grumman, and other technology partners; and

WHEREAS, the computing and network infrastructure, formerly located in the City of Richmond, was shut down and teams worked around the clock to redirect network links, move data to the new computing and network infrastructure, and test systems to make sure that everything was working properly; and

WHEREAS, the move was a tremendous effort with extremely successful results, and, in fact, it was accomplished ahead of schedule; and

WHEREAS, this move and related successes of the public-private partnership efforts to date show these transformation activities are taking state government information technology in the right direction; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That the General Assembly hereby commend and congratulate the Information Technology Investment Board, the

Virginia Information Technologies Agency, Northrop Grumman Corporation, and the agencies and vendors who partnered and cooperated for the successful move of the Commonwealth's data processing facilities; and, be it

RESOLVED FURTHER, That the Clerk of the House of Delegates prepare a copy of this resolution for presentation to the Information Technology Investment Board as an expression of the General Assembly's admiration for the outstanding performance of the ITIB, VITA, Northrop Grumman Corporation, and the agencies and vendors who participated in this venture."

Committee Reports

Chairman McGuirk asked for committee reports:

Commonwealth IT Solutions

Secretary Chopra reported that major IT status reports were in board members' notebooks. Secretary Chopra said some significant projects are rated red or yellow in the reports, but are trending upward. He said the status of the projects was discussed at the IT Solutions Committee meeting earlier in the day, and that an update on red and yellow projects is included in the notebooks.

Executive Evaluation and Governance Committee

Committee Chair Dr. Miller reported that the VITA customer insight survey is nearing completion and is almost ready to distribute. She said a draft of the survey was in the board notebooks. Dr. Miller said the focus of the survey is to determine the root causes of challenges and seek customer insights regarding VITA programs and services. She said her committee recommended that distribution of the survey be expanded to a larger group of customers. Dr. Miller made a motion:

"That the ITIB accept the survey."

The motion was seconded by Mr. Hiram Johnson.

Secretary Chopra applauded the team that worked for three months to prepare an insight survey designed to get at root causes. He said, however, that an external measure of satisfaction consisting of one number is needed for the Governor's key performance objectives. He made an amendment to the motion:

"That the following question be added to the survey: On a scale of 1-5, how satisfied are you with VITA? (very dissatisfied, somewhat, not sure, somewhat satisfied, very satisfied)"

Mr. Pattison seconded the motion.

Mr. Pomata asked if this was the first time the question had been considered. Dr. Miller said the committee discussed the question at length, but felt it was inappropriate. Dr. Miller noted that while an overall satisfaction question with one number may be enticing, it does not get at what the customer is thinking and does not provide an actionable item.

Mr. Hiram Johnson pointed out that JLARC is studying VITA and that could provide the information needed for the Governor's key performance objectives.

Chairman McGuirk called for a vote on the amendment, which failed on a voice vote. Mr. McGuirk called for a vote on the motion, which passed on a voice vote.

Finance and Audit Committee

Finance and Audit Committee Chairman Pattison reported that VITA's financial results are where they should be two-thirds of the way through the fiscal year. He said earned revenues and cash on hand are running slightly behind because of agency payments and other challenges, but that issue is expected to be resolved by the end of the fiscal year. Mr. Pattison said funding requests of the General Assembly by VITA were met, and that the budget revisions have no outstanding issues for VITA. He also reported that VITA was certified with "no material weaknesses" in the Agency Risk Management and Internal Controls Standards (ARMICS). Mr. Pattison said backup materials were included in the board notebooks.

Mr. Pattison said three Auditor of Public Accounts' audits are underway at VITA – Service Management Organization, rate setting and cost allocation, and financial and general accounting.

Legislative Affairs Committee

Legislative Affairs Committee Chairman Hiram Johnson said SB 442 and HB 1390 giving universities more independent authority for procurement, IT and human resources passed with an amendment that if the universities ask for relief from some VITA processes that a non-binding recommendation from the ITIB be given as to the status of that relief. Mr. Hiram Johnson also reported that a bill passed directing a Joint Legislative and Review Committee (JLARC) study of VITA to be reported out in the 2010 session.

Commonwealth IT Infrastructure Committee

Committee Chairman Pomata reported that his committee met that morning and took no specific actions, but had a full briefing on the status of the IT Infrastructure Partnership. He told members that a full briefing was in their notebooks, and asked for a short version of the briefing by SMO Executive Director Fred Duball and Northrop Grumman Vice President and Program Manager Doug McVicar.

Mr. Duball discussed central operational metrics. He noted white cells that show voice mail response will no longer be measured since all calls will be answered and none will go to voice mail; circuit availability measures will change because some circuits have been transformed to the new network; and mainframe availability slipped from 100% to 99.5 due to an outage that occurred on a Sunday morning after a maintenance window. Mr. Duball said field operational metrics show work is going well in that area.

Request for services, Mr. Duball said, is an area of concern for VITA and Northrop Grumman and for customer agencies and is receiving significant focus. He said guidelines will be established for these projects, which are separate from transformation activities, and staff will work to deliver services according to the guidelines. He said process improvements and additional resources are being used to improve in this area.

In procure to pay, Mr. Duball said there have been challenges due to a systems switch that resulted in some delays and some staffing and process changes. Delivery of standard products shows challenges, particularly in delivery of printers, in the 20-day time period, but that those challenges are being addressed and the delivery period may be reduced to 15 days.

Mr. Duball noted that transformation accomplishments are listed in the notebook. He pointed out that a disaster recovery test was conducted the weekend before utilizing the Southwest Enterprise Solutions Center (SWESC) for the first time. He said the test appears to have gone extremely well, but the evaluation of the testing continues. He said feedback from agencies shows the testing has gone further than before and there is more flexibility. In fact, he said, some agencies extended testing and some is ongoing, which could not have happened in the past.

He provided a transformation dashboard, which included one item ranked "red." He said Northrop Grumman has provided additional expertise to address challenges.

Mr. Duball noted that the IT Infrastructure Partnership will move to managed services on July 1, where Northrop Grumman will provide fixed price services. He said the central infrastructure is in place, but services must be defined and staffed.

In reporting risk and issues for completion of transformation, Mr. Duball said challenges include an integrated master schedule, IP readdressing, a split operational environment managing some areas that have been transformed and some that have not, customer satisfaction in procure to pay and requests for services, and growth in customers.

Mr. Pomata stressed that the partnership is entering the third year and will move to managed services on July 1 when contractual obligation will be raised for Northrop Grumman to perform at a certain level. Mr. Pomata said this partnership is the single largest state outsourcing job ever attempted and is being accomplished in a very short time. Virginia soon will have the most modern government IT infrastructure in the country. He said much work has been done and there's more to accomplish. He complimented the partnership team.

Mr. Duball introduced Northrop Grumman Vice President Doug McVicar, who is now the partnership program manager for the company.

CIO's Report

Chairman McGuirk asked CIO of the Commonwealth Lem Stewart to provide an update to the Board.

CIO Stewart reported:

- Three customer surveys are being distributed this month – the customer insight survey discussed earlier, and the employee and customer council surveys
- Government Technology Magazine had an article featuring the success of telework in Virginia, and specifically noting that the number of teleworking employees at VITA increased from 23 percent two years ago to 50 percent currently
- The General Assembly resolution commending the ITIB, VITA, Northrop Grumman, agencies and vendors involved in the data center move was adopted, as noted by Mr. McGuirk, and is source of pride in the partnership accomplishments.
- Virginia Public Service Week will be celebrated May 5-9 and Agency STARS will be announced.
- 20 of 21 actions on the May 2006 Auditor of Public Accounts (APA) audit on IT governance have been completed, and the final one will be completed in June.
- Corrective action plans are being developed to address the four findings of the April 2008 APA audit of the Service Management Organization.
- The APA rate setting and financial audits are underway.
- The JLARC review is pending, as mentioned earlier.

- Internal Audit issued six corrective action items that have been completed for the electronic data removal report.
- The E-911 communications report issued by Internal Audit has 14 corrective action items, all of which are on schedule.
- Revenue and expenditures are in line with projections, but cash flow continues to fluctuate.
- He said VITA's second stage scores in ARMICS was an average of 4.09 on a scale of 5.
- Small, Woman and Minority-Owned (SWaM) business spend has surpassed the FY08 goal of \$50 million and is at \$58.4 million; however, a large portion of that spend is with refresh of PCs and will not be repeated next fiscal year.
- Two major projects are red, six are yellow and 11 are green; the major projects portfolio had 58 projects totaling more than \$844 million on April 1. Both red projects are Department of Motor Vehicle projects that are red because of inability to install infrastructure solutions timely, but are being resolved and both should be green in the near term.
- A Department of Social Services project was suspended because it did not have ITIB and CIO approval, pending IV&V. The IV&V was executed, and the outcome resulted in a number of critical issues showing the project is not healthy. The project was terminated by Social Services. However, outcomes will be applied to an agency enterprise focus.
- Major projects have increased \$4 million to \$40 million, and VITA is attempting to track the changes. Major projects are those under \$1 million.
- Agency networks have been flattened to enable centralized management and monitoring. There were 400 separate Internet points of presence in FY07 and that is being reduced to two secure gateways. As a result, disaster recovery is becoming more effective. Forty-five agencies have been migrated.
- Emergency communications now are on nine networks, all analog with no ability to cross jurisdictional lines. Two pilots have been approved for next generation routing for Southside and next generation hosted services for Southwest to leverage resources.
- Challenges and agency impacts in the coming months include VITA service costs and budgets; asset reconciliation and billing; RFS and procure to pay delays; physical facility and server consolidation; pace of change with more to come; and subcontractor payments related to the advance services contract.

CIO/CAO Report

Chairman McGuirk asked Peggy Feldmann, Chief Applications Officer and Program Manager of the Virginia Enterprise Applications Office (VEAP), and CIO Stewart to present on the operating plan prepared by the CIO and CAO at the request of the board. Chairman McGuirk reminded the board that the CIO and CAO were asked to address a plan for IT governance connecting both the applications managed by the administration and the infrastructure managed by the ITIB.

Ms. Feldmann provided background, noting that the impetus was an APA report asking who has control. The answer was VITA from an infrastructure perspective, the CIO and ITIB on new systems development, and agencies on maintenance and operations of production systems. She said the APA had problems with that and noted that the CIO's responsibilities are broader than VITA and include project management oversight, standard settings and budget resource recommendations; that the agencies do not understand the business model, plan for maintenance differently, are not working jointly to implement an enterprise system and try to avoid IT governance; lack of data standards is resulting in disparate

systems; and new system development projects lack a sound enterprise return on investment.

Ms. Feldmann said CIO and CAO staff met weekly and with other parties to work on the issues. She said the problem is that the Commonwealth lacks enterprise governance and investment management over total spend. She said the question is how to ensure that all investments (new projects, infrastructure services and operations/maintenance) meet agency business objectives in a cost-effective manner, contributed to an improved portfolio, are managed to deliver intended business results, and provide business value.

To do that, she said all three independently managed aspects must be brought together in a business-driven perspective. She said there is no clear break for business and IT supply because agencies implement applications. Ms. Feldmann said the value in implementing this vision is permitting agencies to work their missions and have shared IT services without the time and effort of going through the IT procurement, implementation and other activities and associated costs. She said the vision also will permit the Commonwealth to increase enterprise applications where there is commonality.

The "to be" governance uses customer councils and work groups attached to the administration and CAO and to the ITIB and CIO to meet governance, VEAP operations and VITA operations, she said. She noted that the CIO already has invited her to participate in the monthly communications meetings with Agency Information Technology Resources (AITRs).

The course of action includes two phases, Ms. Feldmann said. The first phase is a transitional phase that will focus on enterprise business strategy planning, the IT portfolio and standards. It will align responsibilities by leveraging councils and committees, leveraging existing IT personnel resources in the CAO, CIO and agencies, and exploiting available tools. Phase II, or the to-be model, will be determined in Phase I.

An operations plan that includes role sharing, a CAO transitional organization and estimated transitional resources plan were presented (and included in board notebooks).

Ms. Feldman asked the ITIB to support leveraging CIO resources and ask the ITIB to seek the Governor's endorsement to leverage agency resources during the transitional period. She noted that the "to-be vision" includes the ITIB, Governor and APA supporting legislation and general funding for governance and the offices of CIO and CAO in the next budget cycle.

Mr. Pomata asked if business architecture will be completed. Ms. Feldmann said the CAO will obtain that information. Mr. Pomata asked if the agencies will participate. Ms. Feldmann said that is the reason for seeking the Governor's endorsement, and that some agencies already are lined up to assist. Agencies will spend more time and effort on this, she said. Mr. Pomata asked if Ms. Feldmann will report back to the ITIB, and Ms. Feldmann said yes maybe in July but at the latest in October.

Dr. Miller noted that coordination will be necessary because different governance of the CAO and CIO. Ms. Feldmann said staff to execute the proposal now must begin meeting. Ms. Feldmann said CAO and agency resources are required for "business" issues. She said this is the next step in IT for the Commonwealth.

Mr. Reese asked if there was a formal relationship between the CIO and CAO. Ms. Feldmann said no. Mr. Reese asked if the CAO can spend money on applications. Ms. Feldmann said she must go through Commonwealth Project Management at VITA and the ITIB first. She said there is interaction, communication and cooperation between the CIO and CAO.

Mr. Kucharski said when the ITIB, VITA and the CIO position were created, the intent was that the business owner of the systems would be in the Executive Branch. He said the CAO is the governor's default business owner of the systems. He said the ITIB controls new systems development, but the issue is ongoing maintenance. He said agencies, in performing their core business functions, look at operating current systems as cheaply as possible and maintain what they need today but do not look at what will happen if the systems fail to function. He said that is the reason these issues are being addressed.

Mr. Hiram Johnson noted that the dynamics of the new organization give rise to potential conflicts and will require a lot of cooperation to work successfully. He asked if the employees mentioned in the presentation would be new employees. Ms. Feldmann said no; they are existing employees.

Mr. Pattison said he is concerned because VITA was a huge change, and asked if the Office of CAO and Office of CIO would be additional bureaucracy.

CIO Stewart said this is about alignment of responsibilities of functions and capabilities. He said there are additional IT-related projects, such as data standards, that must be addressed. This provides an opportunity to prioritize to help manage IT investments. He said it will be tough, but he is comfortable it can be achieved.

Mr. Kucharski said one problem is there are no standards. He said the Appropriation Act requires Ms. Feldmann to come up with standards, and then the projects will come to the CIO and ITIB. He said any new system approved by the ITIB then must meet the standards. Ms. Feldmann said it is critical to distinguish between governance and operations, because there is a discipline to set policies and standards and another to execute the work.

Mr. Pattison said there is a lot of potential structurally for problems. He asked who would approve standards. Ms. Feldmann said standards will be worked by staff at lead agencies; those would come to the CAO and then the CIO and ITIB. She said lead agencies will provide proposed standards by the first of October, and she will provide them to the ITIB by the end of December. She said there will be compromises.

Ms. Feldmann asked the ITIB to formalize approval.

Secretary Chopra moved:

"I move that the Board approve the CIO-CAO Operational Plan presented by the Chief Information Officer and Chief Applications Officer, including the recommendation that the ITIB support the CIO's use of VITA personnel to implement the CIO-CAO OpPlan and the recommendation that the Chair send the proposed letter on behalf of the Board encouraging the Governor to endorse use of personnel from other agencies to implement the CIO-CAO OpPlan, provided that all requirements in Item 63 of House Bill 30 are fulfilled."

The motion was seconded by Dr. Miller and approved on a voice vote.

CAO Report

Ms. Feldmann updated the ITIB on VEAP. She said the enterprise applications, shared services and centers of excellences can not yet operate without governance. She noted that applications strategy is focused on existing spending and demand governance. Examples of enterprise opportunities that have surfaced include e-signatures, licensing and financials in

partnership with lead agencies. She said the number of systems from an enterprise perspective may be reduced in financials, budget, human resources, reporting, etc. The goal is to take the non-mission applications burden off agencies.

Ms. Feldman provided a VEAP summary.

- VEAP is looking at the FY09 budget; the ITIB must approve the VEAP budget for the CAO to use the working capital advance from an associated funding stream.
- Financial management request for proposals (RFP) is on hold because of a lack of resources; however the Virginia Department of Transportation has proposed using the work done and moving forward.
- Performance budgeting is on track, with proposals being evaluated and a contract award expected in late July.
- Business Intelligence to establish a Center of Excellence is proceeding with a contract award expected in early June.
- Human resources is a new initiative and the discussions involve software, hardware and maintenance as a vendor responsibility.

She provided the VEAP budget to date for FY08 and proposed for FY09. There was discussion regarding Ms. Feldmann's ability to spend funds and approval levels and authorizations required. Counsel Westrick said the action is to simply approve the budget, so VEAP can access funds. Secretary Chopra said other state agencies get their budgets approved by the Governor and through the General Assembly, but VEAP requires the authorization of the ITIB to spend funds.

Mr. Pomata asked for a report on the VEAP funding flow at the July meeting. Mr. McGuirk asked that such a report be provided.

Secretary Chopra moved:

"Pursuant to Item 63C.1 of House Bill No. 30 and subject to the General Assembly's enactment of House Bill No. 30 with no amendments to Item 63, I move that the Board hereby approves the budget of administrative costs for Fiscal Year 2009 as presented by the Virginia Enterprise Applications Project Office Director. Upon enactment of Item 63 in House Bill No. 30 the Board's approval shall release the funds appropriated in Item 63 in an amount totaling \$1,104,196 for use in accordance with the approved budget."

Mr. Hiram Johnson seconded the motion, which was approved on a voice vote.

Secretary Chopra moved:

"Pursuant to Item 63D of House Bill No. 30 and subject to the General Assembly's enactment of House Bill No. 30 with no amendments to Item 63, I move that the Board hereby approves the Fiscal Year 2009 budget for use of the working capital advance as presented by the Enterprise Applications Project Office Director. Upon enactment of Item 63 in House Bill No. 30 the Board's approval shall release funds appropriated in Item 63 as a working capital advance in an amount totaling \$11,683,436 for use in accordance with the approved budget."

Mr. Pomata seconded the motion, which was approved on a voice vote with Mr. Hiram Johnson voting no.

VDOT Enterprise Resource Planning and Financial Systems Project

Chairman McGuirk asked VDOT Chief Deputy Commissioner Greg Whirley to present on the VDOT Financial Management System (FMS) Project.

Mr. Whirley said the project's purpose is to implement a financial management system to replace VDOT's existing application and establish a base solution for the Commonwealth. He pointed out that VEAP started the project but does not have funding to continue, and that VDOT wants to carry it through to completion.

Mr. Whirley said VDOT is interested in the project because the agency believes in the concept. VDOT has brought staff and financing to the project. He said VDOT has significant system failure risk as a result of unsupported software, operating system and database; a financial risk of \$4 billion; has a plan to support the FMS; has resources reserved over the years for such projects; and the VEAP project provides a "go forward" strategy.

He said part one is implementing FMS, while part two will be implementing an enterprise solution. VDOT will test and use the system, and then turn over the system to the Department of Accounts (DOA) for other agencies. He said this approach will require significant statewide support and must have "enterprise" capability.

Mr. Whirley noted:

- FMS is the foundation system for VDOT operations and any changes will have a rippling effect on most VDOT systems and processes.
- VDOT has committed the significant and sufficient capital and human resource investments needed for the project to be successful.
- There is broad support within VDOT.
- VDOT is prepared for significant business process and organizational changes as a result of limiting software modifications.
- VDOT is carefully assessing how much change it can undertake.

He said the benefits are "huge," and the project:

- Provides solution for mitigating VDOT risks
- Allows VEAP and DOA to move forward despite current lack of funding
- Will satisfy both VDOT and VEAP needs in procurement and result in statewide "open to buy" contracts for software and system implementer
- Establishes enterprise standard for ERP software
- Permits sharing of costs between VDOT and VEAP
- Allows VDOT project staff to transition to enterprise implementation
- Builds necessary project skills not available today through DOA staff participation on VDOT project
- Benefits because the VITA infrastructure is being established in manageable phases
- Provides for the establishment of an Enterprise Applications Center of Excellence
- Provides a foundation for the establishment of Shared Service Bureaus and as part of the roll out of statewide ERP implementation
- Has VEAP base developed and is tested in lower risk environment
- Allows for steady progress (lower risk, tied to available funding)

Mr. Whirley provided information on governance and a schedule of preliminary milestones. He provided cost benefits, which include a 12 percent return on investment over 10 years. He said that 12 percent may be low, depending on additional benefits when it is used across the enterprise. The key intangible benefit, he said, is "risk reduction of total system failure."

He noted that he and VDOT are particularly interested because they must be able to bill the federal government for projects.

Mr. Reese asked how long the current system has been in place. The answer was more than 30 years. Mr. Reese said VDOT should be saluted for taking the lead. He asked about tangible benefits.

Mr. Whirley said the current system can not be upgraded. New software offers benefits that can be used for simpler upgrades in the future. He said VDOT is looking for a solution to help VDOT streamline processes.

Mr. Pattison left the meeting.

CIO Stewart said the project comes from him to the ITIB for approval. Mr. Reese moved:

"That the ITIB grant development approval for the VDOT FMS Project."

Secretary Chopra seconded the motion, which passed on a voice vote.

Other Business, Public Comment

Chairman McGuirk asked for other business. There was none. Chairman McGuirk asked for public comment. There was none.

Closed Meeting

Chairman McGuirk made a motion:

"I move that the ITIB go into closed session pursuant to § 2.2-3011(A)(1) for the purpose of discussing the performance and potential contract extension or reappointment of the Chief Information Officer, pursuant to §§ 2.2-3011(A)(6) and (A)(29) for the purpose of discussing the investment of public funds and planning for the terms and negotiation of a contract extension or contract of reappointment of the CIO, as discussion of these issues in open session would adversely affect the Board's bargaining position or negotiating strategy and hence, its financial interest, and pursuant to § 2.2-3011(A)(7) for the purpose of conferring with legal counsel regarding interpretation of the current contract, legal rules pertaining to any reappointment or extension, and rules for conduct of the closed meeting. Attendance at the meeting will be limited to committee members and to VITA Executive Director of Finance and Administration Jim Roberts if his attendance is needed during the meeting."

Mr. Hiram Johnson seconded the motion, which passed unanimously on a voice vote.

The committee went into closed session.

Mr. Reese left the meeting.

Reconvened Session

Upon returning, Chairman McGuirk stated:

"The ITIB now is reconvened in open session having completed a closed meeting. I now will conduct a roll call and will ask each member to certify, to the best of his or

her knowledge, that only public business matters lawfully exempt from open meeting requirements under the Freedom of Information Act and only those public business matters identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting."

Ms. Williamson called the roll with Secretary Chopra, Mr. Hiram Johnson, Mr. Kucharski, Mr. McGuirk, Dr. Miller Mr. Pomata and Mr. Thomas so certifying.

Adjourn

Secretary Chopra made a motion to adjourn. The motion was seconded by Mr. Pomata. Chairman McGuirk adjourned the meeting at approximately 5:15 p.m.