

**DRAFT MINUTES**

**INFORMATION TECHNOLOGY PROJECT REVIEW COMMITTEE  
VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD**

**April 12, 2005  
Richmond, Virginia**

MEMBERS PRESENT: James F. McGuirk, II, Chairman  
Chris Caine  
Len Pomata

MEMBERS ABSENT: Jimmy Hazel  
John C. Lee, IV

OTHERS PRESENT: Lem Stewart, Commonwealth Chief Information Officer  
Jerry Simonoff, VITA Strategic Management Services Director  
Dan Ziomek, VITA Associate Director for Project Management  
Paul Lubic, VITA Associate Director for Policy, Practice  
and Architecture  
Mike Sandridge, VITA Project Management Division  
(See Attached Attendance Log)

Call to Order

Mr. McGuirk called the Information Technology Project Review Committee meeting to order at 1:30 p.m. Following a roll call, Mr. McGuirk acknowledged that a quorum of the members was present.

Secretary of Health and Human Resources Presentation

The Honorable Jane H. Woods, Secretary of Health and Human Resources, briefed Committee members on the Health and Human Resources Secretariat. Secretary Woods explained that the Health and Human Resources Secretariat includes agencies responsible for the service delivery and management of the Commonwealth's response to the most critical human resources issues facing Virginia. The Secretariat is made up of 12 agencies and 18 different facilities. These agencies and facilities have more than 16,000 employees and an annual budget of \$16.5 billion.

Secretary Woods presented the following top critical business issues faced by Health and Human Resources agencies:

- Realistic reimbursement levels for service providers;

- Resources to improve efficiency of technology across services to include maximum federal financial participation for services and administrative support;
- Shared information input/retrieval information systems with partners;
- Transformation of mental health system;
- Transparent cross-agency processing for services eligibility; and
- Upgrading a minimum of 40% of facilities for health and safety codes.

Secretary Woods advised Committee members of five priority IT projects--Department of Social Services – PPEA- Integrated Social Services Delivery System Project; Department of Social Services – Child Support Payment Processing Modernization Project; Department of Social Services – Child Support IMS to DB2 Re-engineering Project; Department of Rehabilitative Services – Integrated Case Management System Project; and Department of Medical Assistance Services – Medicaid Management Information System.

Discussion followed. Secretary Woods stated that the whole effort (IT Consolidation and Transformation) had challenged agencies beyond their budgets. She gave an example of increased cost. Jim McGuirk asked Secretary Woods if VITA had been responsive to the feedback. Secretary Woods indicated that VITA was willing to set down and discuss the issue. But she also stated that she felt VITA drove “more efforts than it under girds.” Discussion turned to the complexity of Federal Funding. Health and Human Resources IT efforts are funded by a substantial amount of Federal Funds. Secretary Woods advised the committee that there were 40 different federally funded programs in DSS alone and that each had its own funding stream. Each funding stream also has specific constraints in how the funds are used. Historically, agencies use federal funding streams to accomplish what needed to be done which lead to isolated silos. Chris Caine state that we should learn from this that you cannot chase federal dollars just because they are available. You must also think about the value that comes with being part of an enterprise. Secretary Woods indicated that VITA had done well in assuring major IT project managers were well trained and prepared to lead.

#### Secretary of Technology Presentation

The Honorable Eugene J. Huang, Secretary of Technology, briefed Committee members on the Technology Secretariat, which is responsible for ensuring that the Commonwealth is at the forefront of innovation. Secretary Huang explained that the Secretariat is made up of two agencies – the Virginia Information Technologies Agency and the Center for Innovative Technology. These agencies have an annual budget of \$275+ million and over 1,100 employees.

Secretary Huang discussed the following priority IT projects--Transformation, Broadband Communications, and Economic Development. He then advised Committee members of three top critical issues faced by the Technology Secretariat--Improving Customer Service; Delivering Services at a Lower Cost; and Expanding Product and Service Offerings.

Discussion followed. Secretary Huang was asked about Private Public Partnerships and how we can do a better job of elevating the fears of Private Public Partnerships. Secretary Huang advised the committee that this requires executive sponsorship and commented that the Governor was vested in the process. Secondly, Secretary Huang stated that, communication to the individual is key to insuring buy-in. The discussion turned to value added by VITA. James McGuirk stated that VITA and the Board had set an expectation that a lot of what they do is about cost savings and that we need to communicate not only our savings expectations but what our higher efficiency expectations and improved service expectations. The Committee and Secretary Huang discussed the progress and successes related to supply chain management. Secretary Huang stated that procurement reforms have made demonstrable progress and are making the lives of Commonwealth, vendor, and partner community better.

#### Secretary of Commerce and Trade Presentation

Mr. Matt Erskine, Deputy Secretary of Commerce and Trade, briefed Committee members on the Commerce and Trade Secretariat which oversees the economic, community, and workforce development of the Commonwealth. The Secretariat is made up of 14 agencies that employ approximately 2,800 people and do business in 97 separate locations across the Commonwealth and in six international offices.

Mr. Erskine presented the following top critical business issues faced by the Commerce and Trade agencies:

- Enhancing opportunities for sustainable economic growth and development in all regions and communities of the Commonwealth;
- Ensuring Virginia has the best trained and prepared workforce;
- Maintaining Virginia's top-ranked business climate;
- Meeting the needs of businesses and stakeholders in the best way possible where state government can and should play an appropriate role and in the context of limited resources;
- Improving Virginia's SWAM procurement performance;
- Ensure best managed state government.

Mr. Erskine advised Committee members of several priority IT projects--Department of Professional and Occupational Regulations' (EAGLES) Electronic Access to Government Licensing and Enforcement System; Virginia Employment Commission (CCC) Customer Contact Centers; Virginia Employment Commission – Web-Enabled Financial Management System. Mr. Erskine discussed enterprise-wide initiatives impacting the Secretariat, such as geographic information systems, and online/Web-based licensing.

Discussion followed. Chris Caine asked Mr. Erskine if the Board of Accountancy integration into VITA was resolved. Lem Stewart stated that it had. Chris Caine asked if the Tourism Corporation use technology to reconnect to visitors. Discussion followed about the potential. Mr. Erskine state that when visitors come the Virginia we were looking at how to employ

technology to capture information about visitors at the visitor centers. Questions were asked by the committee about post visit follow-up with visitors. Mr. Erskine replied that he would follow-up on this topic and find out more specifics. The discussion turned the small business and the use of a business portal. Mr. Erskine stated that the Department of Business Assistance Website was designed to be a single point of entry for businesses. Chris Caine stated that there were interesting parallels with Social Services. Chris Caine asked if the Mr. Erskine felt that they get hard disciplined answers to the investment questions. Mr. Erskine stated that they do and that they keep pressing for disciplined answers. Lem Pomata asked about licensing and verified that the Department of Health Professionals in Health and Human Resources licensed health professionals. Discussion about the enterprise nature of licensing followed. James McGuirk asked Mr. Erskine about collaboration and coordination among agencies at the international level. Mr. Erskine responded that there had been some and that the Port Authority and Department of Agriculture were examples. Discussion turned to portals in general and how linkages between sites was planned and coordinated. Jim McGuirk asked if the GIS system at Department of Mines, Mineral, and Energy was integrated with the Enterprise GIS. Lem Stewart responded that the agency was taking part in the GIS initiative and that leaning management was also an agency collaborative effort. James McGuirk stated that he would recommend discussing Grant administration as another collaborative effort.

#### Other Business

Mr. McGuirk directed staff to schedule presentations by the Secretary of Administration and the Secretary of Finance in May.

#### Public Comment

There was no public comment.

#### Adjournment

The meeting was adjourned at 5:00 PM.