



## Minutes

**Monday, Nov. 1, 2010**

**Commonwealth Enterprise Solutions Center (CESC)**

**Multipurpose Rooms 1222-23, 11751 Meadowville Lane, Chester VA 23836**

### Attendance

#### Members present

Richard S. Alvarez  
John R. Broadway  
Secretary James D. Duffey  
Linda D. Foster  
Richard D. Holcomb  
Karen R. Jackson  
Lt. Col. Robert G. Kemmler

Belchior Mira  
CIO Sam Nixon  
Cathy Nott  
Ernest F. Steidle  
Jamie Walton  
Dendy Young

#### Members absent

Jamie Lewis

#### Others Present

Peggy Feldmann  
Todd Kissam  
Marcella Williamson

#### Call to Order

Chairman Duffey called the meeting to order at approximately 1:20 p.m. Chairman Duffey asked Ms. Williamson to call the roll. Ms. Williamson confirmed the presence of a quorum. Chairman Duffey asked members to introduce themselves to each other and those in the audience, which they did.

## Legislation Regarding Advisory Council, Purpose of Advisory Councils

Chairman Duffey asked Susan Siegfried, Office of the Attorney General, to provide an overview to the council of its roles and responsibilities.

Ms. Siegfried said ITAC is responsible for advising the CIO and the Secretary of Technology on the planning, budgeting, acquiring, using, disposing, managing and administering of information technology in the Commonwealth. She noted that the ITAC shall consist of not more than 14 members including one representative from an agency under each of the Governor's Secretariats appointed by the Governor, the Secretary of Technology, the CIO and not more than two non-legislative citizen members appointed by the Governor.

Ms. Siegfried said ITAC can adopt rules and procedures for the conduct of its business, such as Roberts Rules of Order, and can advise the CIO on the development of all major information technology projects and other IT matters, and can appoint establish and appoint members to a Health Information Technology Standards Advisory Committee (HITSAC).

She noted that other powers and duties outlined for ITAC are in a memo provided to members.

### CIO's Report

Chairman Duffey asked CIO Nixon to report on the status of VITA. CIO Nixon first noted that the members of ITAC represent the business needs of the Commonwealth. He said the CIO Council and the Agency Information Technology Resources (AITRs) from the agencies provide technical input and advice, but he hopes the ITAC will help him and VITA understand the collective business needs of the Commonwealth.

CIO Nixon's presentation included a discussion of the state of technology prior to the formation of VITA, the goals and objectives regarding a cohesive IT infrastructure, and a review of the governance changes made by the Governor and General Assembly in 2010 that has the Governor appointing the CIO, who reports to the Secretary of Technology.

He discussed the state's IT workforce statistics and IT spend by secretariat. CIO Nixon noted that three agencies consume 50 percent of IT spend. Those are the Department of Motor Vehicles, Department of Social Services and the Department of Transportation. He said the top 12 agency customers consume 75 percent of IT spend.

CIO Nixon talked about the scope of the infrastructure partnership with Northrop Grumman, transformation of the infrastructure, revisions to the contract with Northrop Grumman, new services and stronger metrics in the contract revisions, and the current status of the operational improvement initiatives.

It is in all our collective interests, he told ITAC members, to complete transformation as soon as possible. He noted that 69 of 89 agencies have completed transformation, with half of those completing transformation this calendar year. He said of the remaining agencies, except for the five that by contract will be carried over into 2011 for completion, most have transformation 80-90 percent complete.

CIO Nixon explained VITA's rates and cost recovery methodology, and how Virginia's IT spend relates to IT spend in business and government.

He suggested initiatives that could improve agency productivity, help manage IT consumption and reduce costs. Those include: managing contract labor spend; collaboration solutions, enterprise electronic content management, e-mail archiving and e-discovery; social media; cloud computing; operational efficiency improvement initiatives; service catalog; a voice over Internet Protocol (VoIP) phone system; telephone expense management; and enterprise applications.

## **IT Standards**

Chairman Duffey asked Todd Kissam, Commonwealth Project Management Division at VITA, to provide information to ITAC on IT standards and their role in adoption of such standards.

Mr. Kissam explained policies, standards and guidelines (PSGs) and their evolution since the formation of VITA. He discussed examples of PSGs and the process for developing and adopting PSGs.

He said there are two opportunities for ITAC involvement in PSGs: at the annual review of planned PSG efforts; or at the review of PSGs at CIO approval stage where ITAC members can comment back to the CIO individually and/or request that the full ITAC receive a presentation and have the option to provide recommendations as a body. Mr. Kissam then shared PSGs currently in the development and approval process.

## **HITSAC**

Secretary Duffey asked Ms. Feldmann to provide an update on HITSAC. Ms. Feldmann said the General Assembly passed legislation in 2009 authorizing the ITIB to create HITSAC to advise "on the approval of nationally recognized technical and data standards for health information technology systems or software." She said HITSAC met monthly between July 2009 and March 2010 and developed an initial set of recommendations that will, when approved, become part of the Commonwealth's Enterprise Information Architecture Standard. She said work must be completed by June 2011 to meet federal requirements.

Ms. Feldmann presented a motion, which was made by Ms. Jackson and seconded by Steidle.

“Whereas, the Information Technology Advisory Council is empowered by Virginia Code §2.2-2699.7 to appoint an advisory committee of persons with expertise in health care and information technology to advise the ITAC on the use of nationally recognized technical and data standards for health information technology systems or software; and,

“Whereas, the ITAC may, in consultation with the Secretary of Health and Human Resources, appoint up to five persons to serve on the advisory committee; and,

“Whereas, the ITAC wishes at the present time to appoint four persons as members of the advisory council, and may appoint a fifth member in the future; now, therefore, be it

“Resolved, that the ITAC hereby appoints an advisory committee to advise the ITAC on the use of nationally recognized technical and data standards for health information technology systems or software; and it is further

“Resolved, that the name of the advisory committee shall be the Health Information Technology Standards Advisory Committee; and it is further

“Resolved, that the ITAC appoints the following persons to serve as members of the advisory committee: Dr. Marshall Ruffin, Mr. Geoff Brown, Dr. Alistair Erskine, Mr. John Quinn.”

The motion was approved on a voice vote.

## **Proposed 2011 Meeting Dates**

Secretary Duffey proposed the following meeting dates for 2011: Feb. 7, May 2, Aug. 1 and Nov. 7. There were no objections from members. Meetings will begin at 1 p.m. with locations to be determined.

## **New Business**

Secretary Duffey asked for new business. There was none.

## **Public Comment**

Secretary Duffey asked for public comment. Gordon Bennett, Web Data Corp., said his company provides surplus equipment web solutions and offered services to the state. Secretary Duffey asked Mr. Bennett to provide his business card following the meeting.

## Adjourn

Secretary Duffey noted that the presentations made at today's meeting are online for ITAC members and public viewing. He adjourned the meeting at approximately 2:46 p.m.