IowAccess Project Leads • Meeting Summary
July 16, 1997 • 9:30 am - 11:30 am
US Department of Veterans Affairs • Room 975 • Des Moines
US General Services Administration, Washington DC
Indian Hills Community College, ICN Classroom #6, Ottumwa

Project Team Leads Attending
Jim Youngblood, Steering Committee Chair
Linda Plazak, Project 1
Pam Johnson, Project 2& 3
Darlas Shockley, Project 4
Ron Amosson, Project 5
Bruce Ray, Project 6
Roger Halvorson, Project 7
Mark Laurenzo, Project 7
Marty Adkins, Project 8
Wayne Cooper, Project 9
Leon Schwartz, Project 10
Elizabeth Henderson, Project 11
Stan Kuhn, Project 11
Terry Hoyle (for Paul Wieck), Project 12
Dave Gannon, Project 13
Harold Templeman, Project 14

IowAccess Team
Harold Bowman, ICN
Amy Campbell, SPPG
Jim Day, ITS
Henry Lai, GSA
Bill Morgan, GSA
Gina Noll, SPPG
Tom Slater, SPPG

Introductions
Jim Youngblood opened the meeting, made introductions and asked each project lead to complete the yellow card enclosed in the packet, which identifies how they wish to receive information (fax, mail, email, or www download). Leads were encouraged to use technology to communicate and access project information.

Joe Shannahan reviewed the proposed instrument for the Citizens Survey and asked leads to review and make any suggestions to the office at 515-243-5941 ***by noon on Thursday, July 17***. The instrument will be presented to the Steering Committee on Friday. The statistical sampling will be 600 Iowans.

Project Coordination
Linda Plazak pointed out the current efforts to bring together RFPs to develop an economy of scale. Jim Day, ITS, will assist in the development and give assistance in Project RFPs. Plazak asked Leads to look at packet information, which also lists Jim Day's phone, fax, and email address.

Plazak pointed to the "Itemized List" for each project. This list will be used to identify links to projects that may result in shared RFPs. She also pointed out that the Project Development Process be distributed to respondents to ensure that they follow the format. In addition, it is required that any RFP go through ITS and ICN to make sure they are constructed appropriately.

Iowa Standards

Plazak introduced the concept of developing a set of Iowa Standards, much like the Iowa Basic Skills Tests that are used nationally. She noted that Project 1 is developing standards that will be used by anyone working with government. Many of those standards will be available August 15. She noted that proposed standards are being developed and will be posed to Iowans through the web page, encouraging organizations and entities to use these standards.

Project I came up with basic categories of standards, and suggested that the leads take this list back to their teams, agencies, and others to review. Leon Swartz will also provide additional technical assistance in the development of standards. ***If there are others that should participate in the Project 1 Standards Subcommittee, please contact Linda Plazak at 281-6778.***

- There was a question about linking standards with policies and it was agreed that this is a part of the effort. Specifically, leads asked that one of the policies address non-use of the standards by a government agency.

- Plazak asked that the standards category, "Integrity and Security," be changed to "Integrity and Confidentiality."

Plazak elaborated on the critical requirement to development standards that will be used across all government sectors, as well as available to the private sector. Youngblood strongly encouraged leads to review these categories, and make necessary additions or changes.

Project Leads Deadlines

Amy Campbell reviewed deadlines which affect project leads in the upcoming six months. She encouraged leads to complete their plans by July 31st, while recognizing that other elements supporting each plan need to be incorporated into individual plans throughout the balance of the year. Campbell pointed out that, by the 10th of each month, leads are expected to provide updated workplans and input tracking sheets to their appropriate staff person. These will be used as the basis for the progress reports.

Steering Committee Expectations & Project Progress1

Youngblood encouraged leads to note and keep to all deadlines. He noted that the Steering Committee and Citizens Council will be reviewing the Project Summaries and Progress Reports carefully, and will expect leads to comment on how they have addressed the concerns expressed at the June meeting.

Project 1 Report

Project 1, the Citizens Information Network, has tightened its time period, and has had good participation at all levels. In particular, the local government representatives have been very active and have provided excellent input. Linda Plazak stated that the timeframe was tightened in recognition of the expectations of other teams. She noted that the Team is

looking at potential vendors for a Citizens' network. Deadlines coming up include August 15 (Iowa Standards available) and October 15 (vendors or partners selected).

Project 2 & 3 Report

Project 2 & 3, the Internet training project, is currently responding to the request for feedback on the scope of work on Project 3 (the development of Internet training video and materials by Arizona State University). Pam Johnson stated that the Team expect to contract with Kirkwood Community College for the pilot Internet trainings, because of their experience in this area. The Team met this week to update their plan, which will now address many of the areas noted in the Project Progress Report. The Team will pilot four types of trainings, and will use Iowa State University to evaluate the training's effectiveness. However, to make the most of this project, the Team recognizes the need for a complete needs assessment. Johnson stated that the Team needs to look at conducting a survey of government workers, in order to ascertain their level of need. Henry Lai pointed out there may be excess FY96 training funds available for this project's survey. Johnson suggested that the survey should be similar to the Citizen Survey, and be conducted by Ann Seltzer.

Project 4 Report

Darlas Shockley discussed the progress of Project 4, the Ottumwa Internet Training Pilot, and stated that the project was on target with its timeline.

Project 5 Report

Ron Amosson discussed the progress made on the Project 5, the Online Local Government Budget and Tax Information System. The Team is on schedule to begin tests in the Fall, with full rollout in the Spring. Amosson noted that a core group meets twice a week to review details and develop an internal strategy and assessment. The full Team meets on Thursday (July 17) to go over the project's progress and determine how to proceed. The Team is currently working on an RFP for the project, and has become concerned with standards and need to have them developed to move forward. The August 15 timeframe would be sufficient for them to move forward.

Project 6 Report

Bruce Ray discussed Project 6, which will give citizens and communities the capability of conducting online searches of housing and finance services information. The Team has met twice, and lowered their budget based on Steering Committee comments. The Progress Report is accurate, and the Team is on schedule and has assigned a committee to prepare the RFP.

Project 7 Report

Mark Laurenzo and Roger Halvorson discussed the progress of the Business License Information Center. The Team has made some changes, based on the Steering Committee input. The Team has had two meetings, and added additional team members. The Team is continuing to develop their budget and the RFP. The Team has invited some license tracking software corporations to present a demonstration, and is moving forward in selecting a direction.

Project 8 Report

Marty Adkins discussed the GIS Project's early efforts in developing an RFP, and is planning to evaluate responses in July. The Project is over budget in their proposal, which will be adjusted.

Project 9 Report

Wayne Cooper stated that the STAWRS Project is, unfortunately, a little behind schedule because the Team is waiting for the IRS decision to participate in this pilot. If IRS decides not to be involved in the project, the Team will need to look at what options it has in this area. The plan may change significantly if IRS participation is not viable. The Team has been meeting regularly to identify issues including legislation needed. A Team meeting has been scheduled later this month, and the Team will fill its remaining team members next week. Cooper noted that their research has been completed, and that a subcommittee has been assigned to address the educational and marketing aspects of the project.

Project 10 Report

Leon Schwartz discussed the progress of Project 10, the Electronic Commerce Business Plan. The Team has been working on putting together a guidebook to give direction to those wanting to be involved in electronic commerce, and will be involved with Project 1 on the development of standards. The Team is also trying to proceed on the second part of this project, reviewing electronic commerce applications. The Team has distributed an RFI for the development of the business plan, and is currently working through the vendor selection process.

Project 11 Report

Elizabeth Henderson stated that the Team had made great progress, and their plans will be finalized by July 31st. The project description has been expanded, as well as the description of who will receive the benefits of this project. The Team is still working on the electronic commerce component to comply with the MOU, and recognizes that it is a little over budget. The Team expects to come in line on the budget, and has already addressed many of the issues brought up in the Progress Report. The Team has been expanded to include more private sector and association representatives, and their timeframe is being tightened. This week a survey will be completed and distributed through private sector associations. The Team is also reviewing information from past efforts regarding environmental permitting, and will set up a meeting schedule for the balance of the year.

Project 12 Report

Terry Hoyle, presenting for Paul Wieck, updated the group on the Automated Booking System Pilot. This project will allow local law enforcement agencies to electronically book persons arrested, pass this information on to central repository, and eventually tie into the FBI's system. The project is ahead of schedule, and expects to release purchase orders for the hardware in the near future. This project is a part of a larger effort — with combined funding from numerous sources. While $3,000 over budget, the Team expects to comply with budget parameters.

Project 13 Report

Dave Gannon discussed the progress of the Community Human Services Information Referral System. Gannon stated that the Progress Report was pretty accurate, and the Team is currently in the process of reviewing requests for hosting the system, to minimize need for hardware purchases. On the technical side, the Team needs to obtain some expertise to help guide them. The next meeting is scheduled for early August, at which time they should have all their RFPs "out on the street."

Project 14 Report

No representative present.

Other Issues

Linda Plazak asked the project leads to again look at the list of Standards, and quickly comment on which categories were the most important for the Teams. Plazak stated that the Project 1 Team would begin working immediately on those of most important. The project leads noted the following as most critical:

- Open, Industry Standards
- Integrity and Confidentiality
- Security
- Relational Data Base Management Systems
- Common Data Definitions
- Open Interconnection Protocols
- Data Storage, Access Method
- Application Development Environment

Other issues to consider in developing standards include:

- Data Documentation Standards
- Location of Data
- Administration of the System
- Maintenance of Data & System
- Concern that Iowa Standards will match IRS standards (or other project partners)
- Concern about the Standard Operating System and other database storage issues (i.e. Oracle system projects planning to use - need to know early)

Sustainability is an issue for all IowAccess projects. Teams, the Steering Committee, and Citizen Council, need to define how to approach this issue on a wholistic basis. Lai noted that training is similar to business services, and that will be a part of sustaining these services.

Adjournment

The project leads meeting was adjourned at 11:30 am.