MINUTES

LEGISLATIVE COORDINATING COUNCIL

October 13, 2004

Members present:

Speaker Doug Mays, Chairperson
President Dave Kerr, Vice-Chairperson
Senator Lana Oleen, Majority Leader
Senator Anthony Hensley, Minority Leader
Representative Clay Aurand, Majority Leader
Representative John Ballou, Speaker Pro Tem
Representative Dennis McKinney, Minority Leader

        The meeting was called to order by Speaker Mays at 11:15 a.m.
in Room 123-S, State Capitol.

CONSENT AGENDA

        Representative Ballou moved that the minutes of the August 24,
2004, meeting be approved, that the Speaker and the President be
authorized to assign interim bills to a house of origin and that
statutory joint committees which have legal authority to introduce
legislation be authorized to prefile that legislation. Senator
Oleen seconded the motion and the motion carried.

LEGISLATIVE STRATEGIC COMPUTER PLAN

        Mr. Don Heiman, Legislative Chief Information Technology
Officer, distributed a copy of the new strategic computer plan and
discussed the proposed plan with the Council. Mr. Heiman reviewed
various tables and data contained in the plan. He then reviewed the
executive summary of the plan (see Appendix I to these Minutes).
Mr. Heiman stated that the 2006-2011 Information Technology
Strategic Plan was developed by the Legislative Chief Information
Technology Officer in consultation with the director of Computer
Services and the Information Systems Team. The Plan was received
and endorsed by the Systems Review Team in October, 2004. Mr.
Heiman also reviewed with the Council the proposed expenditures
flow for implementation of the new plan and the plan implementation
timelines. Mr. Heiman answered several questions from members of
the Council concerning system security under the plan. Speaker Mays
summarized the plan by pointing out it would establish a five-year
project, the core of which is the replacement of the current bill
drafting system, and the enhancement of document retrieval.

President Kerr moved that the plan be accepted by the Council as presented. Representative Ballou seconded the motion and the motion carried.

REPORT OF SUBCOMMITTEE ON ADMINISTRATION

President Kerr presented to the Council the report of the Subcommittee on Administration. The subcommittee made the following recommendations: That the 2005 Assignment and Pay Policy for Temporary Legislative Employees be approved as submitted with the following changes: (1) The title assistant chief clerk be changed to floor desk clerk; and (2) if an employee of the House clerk's office assumes another persons job (as well as continuing the employee's current job) compensation should be changed for that employee from 13A2 to 13A4 on the pay scale; that the budgets of the Legislature, the Legislative Coordinating Council, the Legislative Research Department, the Office of Revisor of Statutes and the Legislative Division of Post Audit be approved as presented; that the Special Committee on Assessment and Taxation be authorized one additional meeting day; that the Legislative Educational Planning Committee be authorized one additional meeting day; that two members from each house designated by the Speaker and the President, in consultation with the Minority Leaders, be authorized to attend the National Black Caucus of State Legislatures annual legislative conference in Philadelphia, PA, November 29 through December 3, 2004; that the Chairperson and ranking minority member of the Committee on Education of the House of Representatives, the Committee on Education of the Senate, the Committee on Taxation of the House of Representatives, the Committee on Assessment and Taxation of the Senate, the Committee on Appropriations of the House of Representatives and the Committee on Ways and Means of the Senate be authorized to attend the NCSL Fiscal Leaders seminar in Savannah, GA, December 7-8, 2004, if such person requests the Speaker or the President to attend and is approved to attend by the Speaker or the President; that delegates, or the alternates of delegates unable to attend, be authorized to attend the NCSL Standing Committees Fall Forum in Savannah, GA, December 8-10, 2004. President Kerr moved that the recommendations of the Subcommittee on Administration be adopted. Senator Hensley seconded the motion and the motion carried.

OTHER MATTERS

Mr. Matt All, Chief Counsel for the Governor, gave a brief report to the Council with regard to the negotiations on an Indian gaming compact. Mr. All indicated that the negotiations were nearly complete, that input from members of the Council would be appreciated and that he would be reporting back to the Council on this matter.

Prior to the meeting, members of the Council received a letter from Representative Edmonds, Chairperson of the Special Committee on Assessment and Taxation, a letter from Representative Decker, Chairperson of the Legislative Educational Planning Committee, Policy 1 travel authorizations from President Kerr, a memorandum from Jeff Russell on travel approvals and the 2005 assignment and pay policy for temporary legislative employees.
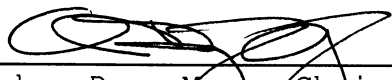
The next meeting of the Council was scheduled for November 17, 2004, at 9:00 a.m.

On motion, the meeting was adjourned.

Prepared by

Norman J. Furse,
Revisor of Statutes,
    as Secretary

Approved by

Speaker Doug Mays, Chairperson

APPENDIX I

Kansas Legislative Information Systems Strategic Plan (K-LISS)
Fiscal Years 2006-2011
Kansas Legislature

EXECUTIVE SUMMARY

The 2006-2011 Information Technology Strategic Plan was developed by the Legislative Chief Information Technology Officer, in consultation with the Director of Computer Services and Information Systems Team. It was reviewed and endorsed by the Systems Review Team in October 2004.

Strategic Vision
The work of the Legislature will be supported by information technology (IT) systems that work together seamlessly to produce fast, efficient, and accurate results for legislators, legislative staff, and the public. These systems will be able to grow and change with the Legislature's needs, and

will provide improved public access to the legislative process, while keeping legislative information secure.

Assumptions

Any strategic plan is based on a number of assumptions regarding legislative needs for the next decade. Key assumptions underlying this plan include the following:

1. Legislators will become increasingly reliant on computers and wireless technology.

2. Audio, visual and written information will be provided to users over a single high-capacity network and will be received on a single device.

3. The demand for e-government and "electronic democracy" capability will continue to grow.

4. Security will continue to be a central concern for all IT systems, and security measures will become more sophisticated and will represent a greater portion of IT expenditures.

5. Computers will continue to become faster, smaller, and more powerful

6. Infrastructure changes made now must have an anticipated life span beyond the scope of this strategic plan. Major Statehouse renovation won't happen again in the next 30+ years, so infrastructure installed now need to have a long life span.

7. Expenditures for application development, staff support and security will increase during implementation of this plan as identified and newly emergent needs are met.

Objectives

This strategic plan establishes six objectives for the Legislature's IT systems. Those systems will be:

1. fast and accurate while keeping the Legislature's information secure

2. available to users at least 99.99% of the time

3. capable of providing legislators, legislative staff, and the public open access to public legislative information

4. cost-efficient

5. relatively easy to change, both in function and scale, to meet the future needs of the Legislature

6. sufficiently integrated to avoid duplication of effort and streamline the delivery of services, information, and documents

Risks

1.The biggest risk is that the State printing plant may be sharply reduced in capacity. As of the summer of 2004, a number of the staff that provided the customized composing services to the Legislature had been laid off. The State Printer composes bills with interlined amendatory language and statute books for the Legislature. The composition work involved in those jobs requires the State Printer to use special software and to retain staff with technical knowledge in composing systems such as Penta software. There are few private sector printers who have this capability. Over time, the State Printer's costs for composing services will likely increase if other, less specialized printing work is outsourced. In order to avoid these increases it is important for the Legislature to consider alternatives to the State Printer's customized print services. Bill drafting system replacement and print on demand are two strategies for insulating the Legislature against changes that are beyond its control.

2.Legislative staff uses Corel's products extensively and the continued viability and support of Corel software is important.

3.Hackers will continue to target government and Microsoft infrastructure. Security must be robust to protect IT assets and systems.

4.The Legislature uses part time staff during the session. The staff have special IT training needs that require IT staff resources

Architecture

While for the most part adequate for current demands, the Legislature's existing IT systems are poorly integrated: they don't talk to each other, requiring a great deal of manual intervention such as re-keying of data, use of hard copy for electronic publication composition, and manual cutting and pasting of electronic information from one document to another. This Strategic Plan recommends a new architecture, in which the "back office" systems that produce legislative documents are closely tied to a document management system (DMS) that stores and organizes those documents. Information used to produce documents is managed in such a way that it is input once and reused in as many discrete documents as necessary. The DMS, in turn, connects to new "front office" systems that provide legislative information to members, staff, and the public.

Strategic Plan Recommendations

The recommendations that follow are divided into five areas: existing applications, new initiatives, security, support services, and infrastructure. The recommendations are designed to meet the objectives listed on the previous page. Within each section, the recommendations are listed in priority order.

Existing Applications

Currently, legislative IT applications can be organized into five service groups:

1.oversight and policy analysis services
2.administrative services
3.law making services
4.publishing services
5.support services

The IS Team rated applications in these five service groups. Overall, very few applications fully met the Team's expectations for anticipated future demand. The following recommendations, listed in priority order, address shortcomings identified in the current applications.

The first priority recommendation deserves to be highlighted. The existing bill drafting and publication system is quite complex and includes multiple potential points of failure and significant manual intervention. The Text DBMS software underlying the current system is outdated, presents a risk because the availability of support is limited, and no longer meets the access and integration expectations of legislators or staff. Another risk posed to the existing Legislative business process for bill drafting arises with the potential downsizing of the state printing plant where all published bill composition and preparation is conducted.

- **Replace the bill drafting system.**

- **Provide a single point of access and repository for legislative documents.** These documents should be cross referenced and accessible through links among bills, journals, and calendars and other related documents. Also, all microfilm and paper copies of committee minutes should be digitally scanned and available for public access.

- **Integrate fiscal impact tracking, bill tracking, and appropriation tracking with the bill status system.**

- **Develop "print-on demand" capability within the Statehouse.** Implementing this recommendation may reduce the Legislature's annual printing bill.

- **Complete the DMS project.** The 1997 strategic plan vision for document and content management should be fully implemented as part of an integrated document production system.

- **Expand the paperless virtual committee project to additional House and Senate committees** after implementing the first six recommendations. The expansion will include acquisition of technologies to web cast all committee hearings open to the public.

New Initiatives
The Capitol restoration project presents a unique opportunity for planning long-term IT strategies. The project has a 30-40 year life expectancy. For this reason, the strategic plan looks at the Legislature's long-range IT infrastructure needs. The following recommendations are for infrastructure capable of serving the Legislature's needs for the next several decades.

- **Create a special task force to develop recommendations for automating chamber activities.** Potential activities that might be automated include bill and amendment processing, calendaring, bill status, and voting boards. Each chamber may take its own approach to automation based on its unique needs.

- **Provide PC/Tablets to all legislators.**

- **Install the infrastructure for enhanced public access to Legislative data.** For example, electronic message boards could be installed outside all hearing rooms and on kiosks conveniently located in public gathering and transition spaces within the Statehouse.

- **Take advantage of Kan-ed and Internet 2.** In order to acquire the next generation Internet, called Internet 2, for use in the Statehouse classrooms and auditorium, the Capitol needs to be designated a node on the Kan-ed Network.

- **The Statehouse auditorium should be capable of hosting an electronic town hall meeting.** An electronic "Town hall" allows a citizen to electronically view and participate in public debate in real-time using interactive video.

- **Provide Capitol wireless access.** Under appropriate security, make preparations to provide wireless internet access in the Senate and House chambers, private office meeting areas, hearing rooms, and public common areas. Consideration also should be given to extending the Statehouse infrastructure to enable Internet wireless access on the capitol grounds.

- **Accommodate audiovisual technologies.** All hearing rooms should be able to accommodate audio and visual equipment for presentations.

- **Enhance computer security measures.** Infrastructure should be prepared to implement biometric authentication and public key security measures at the Statehouse.

- **Enhance tracking for building mail.** Capacity should be provided to track incoming building mail and packages.

Security

Security threats will continue to increase, and as citizens demand more online services, systems will become more integrated and thus more vulnerable to attack. For this reason, the

consequences of a successful attack have a greater impact on the overall operation of the Legislature. The following recommendations will create a more secure environment.

- **Prepare an inventory of all IT assets,** including computers, software, servers, and related property. This inventory shows all IT assets for each application.

- **Conduct a risk assessment on the inventory** to properly identify vulnerabilities.

- **Conduct penetration testing and independent threat assessments.** Contract for these services once per year with an in depth review once every three years.

- **Adopt COBIT and FISCAM Standards.** Every three years have Legislative Administrative Services contract a formal review of Legislative IT using these standards.

- **Develop a three-tier IT security architecture** to safeguard systems at the appropriate level based on risk assessments.

Support Services

Support services include office productivity software such as word processing, spreadsheets, database management software, training, laptop security, and tools useful to Legislators for constituent services.

- **Monitor Corel.** There are many advantages to using the Corel Suite. Some of those advantages include efficient productivity tools, prior investment, embedded applications using Corel, reduced security risks, and favorable costs. Because Legislative IT relies heavily on Corel products, the company's financial health is important to Legislative IT. The IS Team should monitor Corel's financial health quarterly.

- **Work with INK to design the INK legislative portal.** The portal should be the highest-level entry point for citizen and business access to legislative services and e-democracy initiatives.

- **Develop, within two years a design for a constituent services system.** The IS Team should work with legislators to determine core requirements for a generic constituent services system. Such a system could include software for issue tracking, mailing lists, push technologies for bills and related documents, and for preparing newsletters.

- **Provide additional training.** All new systems and enhancements will require implementation of an on-going training program for year-round and seasonal staff and legislators.

Infrastructure

- **Fully document the network.** Review the current service level agreement with DISC to require full documentation of all voice, data, and video connections.

- **Develop a facility plan for a new data center** that will be constructed in the Statehouse renovation project.

- **Update the telecom design plan for the Statehouse.** Require the Statehouse renovation architectural firm to update the 1999 telecommunications <u>Historic Structures Report</u> to take into account recent technical advances and additional requirements such as the need for wireless access.

- **Consolidate servers and software.** Reduce the number of dedicated servers, integrate applications, and reduce maintenance costs.

Survey Results

During the 2004 legislative session, legislators and staff were surveyed about how well legislative information technology services (including the telephone system) meet their expectations. The survey asked about their preferred method for accessing information, and how well the document management system and INK meet their expectations. In all, 49 legislators and 68 staff completed the questionnaire. With only a few exceptions, the staff and legislator surveys support each other. Both staff and legislators report relatively higher satisfaction scores with INK access and staff support. Also both reported relatively lower satisfaction scores for the document management system. Three recommendations stem from the survey findings:

- **Address problems with the phone system.** Computer Services with DISC should conduct a legislator telephone usage survey to determine why telephone service is rated low. The goal is 100% satisfaction with telephone service.

- **Bill status redesign.** Highest priority should be given to redesigning the bill status system.

- **Seek legislator input.** Legislators should be involved in developing high-level system design requirements. Legislators also should be frequently surveyed regarding satisfaction with those new applications once they are put into production.

Strategic Plan Fiscal Impact

Implementing the Strategic Plan will cost $8,152,575 over five years, in addition to on-going base IT expenditures. The cost of the one-time investment is $4,727,300. Approximately 6% of one-time investments are from non-State General Fund sources and the remaining is from State General Fund. The investment generates savings and new revenues of $318,570 per year after all initiatives are implemented. In order to realize the

Plan's financial benefits, the following recommendations should be considered.

- Seek $121,000 INK grant for funding PC/tablet and audiovisual recommendations.

- Approve $167,500 expenditure from the Capitol Restoration project budget for infrastructure needed to support message boards and kiosks. The Capitol Restoration budget currently includes an amount not to exceed $60,000 for a Statehouse telecom design study.

- Negotiate a subscription services contract with INK for an annual $30,000 revenue stream for enhanced Lobbyist-in-a-box applications. Explore the feasibility of charging for access to live feed chamber and hearing room sessions. Also, explore the feasibility of charging for feeds to electronic town hall discussions and debates.

- Create a fee for service plan for providing wireless access in the Statehouse to lobbyists and businesses that have an interest in access to legislative documents.

- Implement a benefits tracking system for all recommendations that are adopted and report on benefits in the annual three-year Legislative IT plan.

Next Steps
Before implementing the recommendations, the IS Team and the Chief Information Technology Officer should prepare a detailed IT architecture design. The architecture should be available for Review team and LCC approval in FY 2005. The architecture should comply with ITEC's statewide architecture for IT.