Information Technology Committee
Meeting Minutes
November 27, 2006
11:00 a.m. EST

WebEx 1-866-469-3239

Members in Attendance
1. Harry Hageman
2. Joe Kuebler
3. Charles Placek ex-officio
4. David Guntharp
5. Rob Miller ex-officio
6. Lei Tupou
7. A.T. Wall
8. Dori Ege

Staff
1. Don Blackburn
2. Ashley Hassan
3. Mindy Spring
4. Sam Razor
5. Kevin Terry
6. Xavier Donnelly
7. Rick Masters
8. Nicole Smith

The meeting was called to order by Chair H. Hageman at 11:01 a.m. EST.

Approval of Minutes

- J. Kuebler moved to approve the minutes from September 20, 2006. L. Tupou seconded. Motion passed.
- J. Kuebler moved to approve the minutes from September 27, 2006. L. Tupou seconded. Motion passed.
Softscape Update

- H. Hageman shared with the Committee that Softscape, Inc.’s attorneys had contacted the National Office and asked whether the Commission was open to negotiation. Softscape, Inc.’s attorneys also asked whether the Commission would be willing to have the company stay on as a vendor and Commission counsel R. Masters indicated that the Commission would not.
- H. Hageman noted that D. Blackburn, R. Masters and possibly W. Emmer would be present when negotiation discussions were initiated. He then asked if any other member of the Committee would like to be present.
- There was discussion of the complaint filed against Softscape, Inc. including the amount the Commission is seeking in damages as well as what materials could be considered proprietary by Softscape, Inc.
- R. Miller indicated that he, M. Spring and S. Razor of the National Office were putting together an outline of workflow, edits and fields to show how they work together. This document will be presented to potential new vendors.
- H. Hageman asked if counsel R. Masters had any recommendations for the meeting with Softscape, Inc. scheduled for December.
- The Committee went into closed session and separate minutes were taken.

New Vendor Selection Process

- R. Masters stated that there was no legal prohibition barring the Committee from seeking a new vendor, provided the Committee does not provide any materials created by Softscape, Inc. to other vendors.
- H. Hageman asked about whether the Committee could feel comfortable signing another contract without knowing the outcome of the litigation. R. Masters said that the issue should be addressed in any new contract that the Committee decided to recommend.
- A.T. Wall asked for clarification on the Commission’s options in exploring new vendors.
- H. Hageman indicated that the Commission does not appear to be subject to a bidding process and that he had participated in discussions with our consultant Rob Miller concerning several other prospective vendors.
- A.T. Wall asked if the Committee would want to send out a letter of interest to industry leaders to solicit bids. R. Miller indicated that he was not sure that would be a prudent use of the Committee’s time. He recommended doing a historical search on several vendors. J. Kuebler agreed and recommended that the Committee spend its time on due diligence for vendors with whom the Committee had already spoken.
- C. Placek asked R. Miller if he could recommend a short list of three to five firms that the Committee could contact and have a frank discussion regarding timelines and pricing. R. Miller indicated that he would compile a list and provide it to the Committee within one to two weeks, but that he wanted to complete the document
to send with the RFI. He also recommended adding monetary penalties to any new potential contract.

- D. Ege expressed that she thought the Committee should look for a vendor that could build the system from the ground up.
- There was discussion of whether to build a system or buy one. The consensus of the Committee was to pursue buying a system.
- There was discussion of potential vendors to contact and how to approach and research them.
- **J. Kuebler moved to go forward with the prior list of companies. L. Tupou seconded. Motion passed.**
- H. Hageman asked the National Office to compile a list of these companies and draft a letter to them. D. Blackburn indicated that R. Miller would help draft the correspondence as soon as the document he and the National Office were drafting was complete.

### Intermediate Solutions/Technologies

- H. Hageman asked if there were any intermediate solutions or technologies that the Commission could provide to relieve states with staffing issues. He noted that many states are still not using email because of firewall and attachment issues. He asked if the Committee could possibly help by researching or providing compression software.
- D. Blackburn noted that several states have laws against using email for Compact transfers.
- H. Hageman asked if the National Office could create or use an RFF website to assist states in sending transfer requests and materials. D. Blackburn stated that he would assign exploring that task to a member of the National Office.

### Adjournment

- H. Hageman reiterated his promise to update the Committee via email following the December 14, 2006 meeting with Softscape, Inc.
- He also asked the Committee to think about changing the name of NACIS and possible suggestions.
- The meeting was adjourned at 2:00 p.m. EST.