

Minutes

Iowa State Association of Counties

ETC Advisory Committee Meeting on Wednesday, August 13, 2014

ISAC Offices, 5500 Westown Parkway, Suite 190, West Des Moines, Iowa 50266

Phone 515.244.7181

Present: Carl Mattes, Deborah Seymour-Guard, Justin Schieffer, Sarah Berndt, Melvyn Houser, Brandi Kanselaar, Jill Eaton, Bill Peterson

Absent: Joel Rohne

Staff: Brad Holtan, Kristi Harshbarger, Jeanine Scott, Robin Harlow, Andrea Jansen

Chair Carl Mattes called the meeting to order at 10:00 am and welcomed everyone to the first assembly of the Committee.

Both ETC Advisory Committee members and ISAC staff delivered introductions to the group.

Approval of Agenda

The agenda for the meeting was proposed for approval.

Moved by Deborah Seymour-Guard, seconded by Jill Eaton to approve the agenda as written. The motion passed unanimously.

ETC Advisory Committee Purpose, Structure, and Processes

Bill Peterson reviewed operational structure of the ETC Advisory Committee in relation to the ETC Board of Directors. He reviewed the bylaws and outlined the duties associated with membership.

Election of Advisory Committee Vice-Chair

Chair Carl Mattes requested submissions for vice-chair of the Committee. Melvyn Houser offered his services to the position. The motion passed unanimously.

Subcommittee Responsibilities and Assignments

The three subcommittees were discussed in further detail. The Operations Subcommittee, staffed by Jeanine Scott, will identify and prioritize areas of opportunity for improvement and management of the requirements, design, and implementation of all projects. After discussion, it was determined that specific knowledge or experience will be required for each subcommittee, so the chair will solicit volunteers for their subcommittee from users or other groups that would have the required knowledge or skills. The chair and lead staff of each subcommittee will then select members from the list of volunteers or if necessary they may recruit individuals to serve as required. Melvyn Houser nominated Brandi Kanselaar to chair this subcommittee and moved that nominations cease. Jill Eaton seconded the motion and the motion passed unanimously.

The Finance Subcommittee, staffed by Brad Holtan, will recommend an annual ETC budget to the ETC Board, monitor financial statements, and review financial controls. It was noted that a

component of this subcommittee is identifying and pursuing alternative sources of financing for ETC. Jill Eaton nominated her services for chair and the motion passed unanimously.

The Compliance and Standards Subcommittee, staffed by Kristi Harshbarger and Robin Harlow, will identify activities that enable and support secure electronic exchange of health information, oversee privacy and security procedures, and review proposed changes to system design or operation for compliance with all governmental rules. Deborah Seymour-Guard nominated her services for chair and the motion passed unanimously.

Future Meeting Schedule

Discussion was held on recommendations for a future meeting schedule. The next meeting of the ETC Advisory Committee was scheduled for Tuesday, October 7th and there will be presentations from the organizational meetings of the three subcommittees.

Financial Report

Brad Holtan gave an overview of the ETC balance sheet and income statement. There was discussion on some individual line items. Bill Peterson made a suggestion that information from ETC's internal audit be presented at a future meeting so as to provide more awareness of the budget. Moved by Jill Eaton, seconded by Melvyn Houser to approve the financial report. The motion passed unanimously.

FY-2015 Project Identification, Brainstorming, and Prioritization

Jeanine Scott presented on recommended high priority projects for FY2015. The first is in regards to a security and privacy audit of the Community Services Network (CSN.) It was recommended a RFP be drafted for this service. The second is a system rewrite of CSN. The application has aged some technologically and new needs have been identified with the development of regions. The third involves adding functionality to accommodate General Assistance, Veteran's Assistance, and Substance Abuse programs. There was discussion on the advantages and disadvantage of each recommendation and subcommittee chairs were encouraged to bring back additional recommendations to the next meeting.

Meeting Wrap Up and Listing of Action Steps

Committee members shared issues, concerns, ideas, achievements, etc. with other members.

Chair Carl Mattes adjourned the meeting at 2:00 p.m.