**Information Technology Authorization Committee**

**Wednesday, August 26, 2015**

**1:00 p.m. – 3:00 p.m.**

**Arizona Department of Administration**

**100 N. 15th Avenue, Suite 460**

**Phoenix, Arizona 85007**

**Minutes**

**Present**

David Byers (V) Supreme Court – Stewart Bruner in attendance

Michael Jeanes (V) State Government Office - Teleconference

Daniel Mazzola (V) Private Industry – Teleconference

David Raber (V) State Government

Mike Lettman ASET, Acting Chair

Morgan Reed (V) Private Industry

Richard Stavneak JLBC – Rebecca Perrera in attendance

David L. Stevens (V) Local Government - Teleconference

**Absent**

Jim Apperson State Government

Tom Betlach (V) Agency Director

Peter Graves Private Industry

Michael Policky (V) Private Industry

Senator Don Shooter Senate

Representative David Stevens House of Representatives

**Call to Order** at 1:14 p.m. by Acting Chairman, Mike Lettman

**Director’s Report**

No follow-up items from last meeting

**Exhibit 1**

**Approval of June 24Th, 2015 Minutes**

Motion to approve by Michael Jeanes; second by David Stevens. APPROVED with Changes from Stewart Bruner

Pursuant to A.R.S. 38-341-01(B), minutes of the Information Technology Authorization Committee are recorded by tape recorder. Taped minutes are maintained permanently in the ADOA ASET Office. Public access and review of ITAC minutes are available by appointment Monday through Friday during normal business hours. Please contact Regina Bernal at 602- 364-4770 to arrange for an audit of the tape-recorded proceedings.

**Exhibit 2**

**Arizona Department Education**

**ED14009\_A2 - AELAS Organization Entity Management**

Arizona Department of Education proposed to amend the project to add additional APF FY15 funds to complete out-of-scope functionality concerning automated change requests, tracking change history, and providing audit functionality by October 15, 2015.

Eddy Cheng – ASET/Strategic Oversight Program Manager

Mark Masterson – Arizona Department of Education Chief Information Officer

Motion to approve by Michael Jeanes; second by David Raber. Motion Approved with conditions

1. Given the required independent third-party reviews of project progress, ADE will make the results of the reviews available to ITAC as of the end of each calendar quarter.
2. Prior to any acquisition other than Professional & Outside Services identified in the approved PIJ, ADE must provide detailed information, including pricing, quantity, and description, regarding the proposed technology or services and obtain approval from ADOA-ASET, and ITAC if required, before proceeding with the planned expenditure**.**

**Exhibit 3**

**Arizona Department of Economic Security**

**DE15009- Intelligent Data Recognition**

The Department of Economic Security proposed to purchase a software product which will assist in member claims eligibility tracking. When processing eligibility benefits, the Intelligent Data Capture product will improve productivity by significantly increasing speed and accuracy with which documents are scanned and the metadata classified. Supported by minimal data entry, the Intelligent Data Capture solution provides a higher level of confidence that documents are indexed to the correct case, document type and person.

Clark Lathrum – ASET/Strategic Program Manager

Stephen Welsh – Arizona Department of Economic Security, Chief Information Officer

Michael Wisehart - Arizona Department of Economic Security, AD

David Levin - Arizona Department of Economic Security, PM

Motion to approve by David Raber; second by Michael Jeanes. Motion Approved with conditions

1. As a result of the procurement and implementation process, should the final costs exceed the estimated costs by 10% or more, or should there be any changes to the proposed technology, scope of work or implementation schedule, the DES must amend the PIJ to reflect the changes and submit it to ADOA-ASET and the Information Technology Authorization Committee (ITAC), if required, for review and approval prior to further expenditure of funds

**Exhibit 4**

**Arizona Department of Revenue**

**RV15001 – Data Capture**

The Department of Revenue satisfied a condition set on the original PIJ stating;

* Should any additional expense be required to implement the project beyond what has been proposed, the Arizona Department of Revenue must amend the PIJ and submit it to ADOA-ASET and the Information Technology Authorization Committee (ITAC), if requested for review and approval prior to further expenditure of funds. Upon the expenditure of non-contingency funding, the ADOR will report back to ITAC regarding how remaining funds will be allocated

Clark Lathrum - ASET/Strategic Program Manager

Carol Martin – Department of Revenue, Chief Information Officer

Karen Jacobs – Department of Revenue, Senior Economist

Mickie Franklin Francoeur, Department of Revenue, PMO Project Manager

Informational Item

Meeting Adjourned at 1:57 p.m. by Chairman Mike Lettman

Motion to approve by David Stevens; second by David Raber. Motion Approved

Next Meeting Scheduled September 23, 2015