

***VITAL RECORDS IMPROVEMENT FUND
ADVISORY COMMITTEE***

To The New Hampshire Department of State

-MINUTES-

***Thursday
August 21, 2008***

Approved Minutes

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Vital Records Improvement Fund Advisory Committee Meeting

August 21, 2008

Archives Building
2nd Floor Conference Room
71 South Fruit Street
Concord, New Hampshire 03301

COMMITTEE MEMBERS PRESENT:

Jill Hadaway, Bow Town Clerk, NHC&TC Association Appointment
William R. Bolton, Jr., State Registrar
David Scanlan, Deputy Secretary of State, SOS Appointment
Nelson Allan, Public Member, SOS Appointment
Dr. David Laflamme, Data User, DHHS Appointment
Theresa Pare-Curtis, OIT CIO Appointment
Patricia Little, Keene City Clerk, NHC&TC Association Appointment
Debra Clark, Town Clerk, NHC&TC Association Appointment
Debbie Augustine, NH Hospital Association Appointment

COMMITTEE MEMBERS EXCUSED:

Thomas A. Andrew, MD, Medical Examiner Appointment
Joe Gray, Rochester City Clerk, NHC&TC Association Appointment
Robert Carrier, Funeral Director Association Appointment
Stephen Norton, Vital Records User, DHHS Appointment
Dr. Frank Mevers, State Archivist
Anna Thomas, Municipal Data User, DHHS Appointment

GUESTS:

Melanie A. Orman, Vital Records, SOS
Barbara Kostka, Vital Records, SOS
Steve Wurtz, Vital Records, SOS
Vicky Tinsley, OIT
Chris Bentzler, OIT
Tom Towle, MRI
Ryan Barton, MRI
Sheri Rockburn, MRI

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Vital Records Improvement Fund Advisory Committee Meeting

1. Meeting Called to Order:

- Ms. Hadaway called the meeting to order.

2. Approval of Minutes:

- Ms. Hadaway asked if members had received and read the minutes from the May 2008 meeting. She then asked for any corrections or comments. Ms. Little noted that she was listed as attending via telephone incorrectly. Dr. Laflamme pointed out a typo on the last page. The word should have been “now” instead of “not.” Mr. Allan made a motion to accept the May 2008 minutes as written. Ms. Little offered a second and the committee voted unanimously to accept the minutes with corrections.

3. New Member:

- Mr. Bolton introduced Ms. Debra Clark, Town Clerk of Charlestown and Second Vice Chair of the NH City and Town Clerks’ Association. She had been appointed to fill the vacancy left when Kim Johnson’s term expired. There were several other new appointments, but they did not attend the meeting.

4. MRI Report:

- Mr. Towle, Mr. Barton, and Ms. Rockburn presented the committee with a PowerPoint presentation of their findings and recommendations. At the conclusion of their presentation they distributed a bound copy of their findings to committee members.

Long Term Recommendation:

Implement a code freeze on the NHVRIN application suite and begin the RFP process for a new application suite. Begin the process carefully, construct the RFP well, build in “safety nets” of appropriate oversight and transisiton periods, and transisiton NHRIN one module at a time to minimize impact.

Short Term Recommendation:

Eliminate or reduce ongoing PC support for town and city computers; handle help desk calls more economically; add a Business Analyst position in DVRA; have DVRA and OIT work more closely together to better understand the challenges each faces; increase security, and institute a code freeze.

- Mr. Hall asked what kind of time frame they would be looking at to hire a business

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analyst with the state in the middle of a hiring freeze. Mr. Scanlan replied that it was something he would need to think about. SOS does have a Business Analyst that works on other IT projects they have going in other divisions and ideally if the timing was right that person could move to this project at least in the short term. He would have to see where she stands in terms of her workload right now.

- Mr. Hall stated that he would be worried about having a part-time analyst that could not put in the time necessary, especially in the beginning to learn the system and be able to describe it for a possible RFP.
- Mr. Scanlan felt that if funding for the position was coming out of VRIF funds then it would be pretty easy to do, but if funding was coming out of general funds, it would be more difficult.
- Mr. Towle added that there should be discussion with OIT because there are business analyst costs that could be moved to Vital Records to offset the expense dependent upon the flexibility of the structure and the interaction with developers.
- Dr. Laflamme stated that there was discussion in the last minutes about hiring the original developer to work on the next generation of NHVRIN and he did not think that was a good idea. The gentleman from MRI agreed.
- Ms. Hadaway and Mr. Bolton thanked MRI for the report. Mr. Bolton added an additional thanks to Mr. Hall for jump starting the whole process with the reports he created drilling down into expenses. Mr. Allan asked that an electronic copy of the report be made available.

5. SOSKB Roll out Discussion:

- Mr. Wurtz reported that other than a glitch with some of the reports he would like to see, the continued rollout of SOSKB to clerks has been relatively smooth.
- Ms. Hadaway asked how Mr. Wurtz wanted clerks to handle pending searches and if they have the ability to make adjustments within SOSKB. Mr. Wurtz explained that the only thing that clerks could do to make the pendings go away was to collect funds that were not there.
- The goal is for administrative staff to have the ability to clear pendings from individual clerk accounts on an as-needed basis. The capability was not there yet, but that was a future goal.
- Ms. Hadaway suggested that Mr. Wurtz spend some time at the Clerk's conference discussing SOSKB. He replied that he and Ms. Sweatt would be making a presentation to the clerks and that he felt the timing was perfect as all the big towns were now out of the way and they would begin rolling out to the smaller towns in October.

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6. NHVRIN Update:

- Mr. Bolton reported that Ellsworth had an appointment with the installer on August 25.
- Mr. Bentzler added that Benton was in the process of setting up their appointment with the installer and hoped to have it complete either right before or right after Labor Day.
- Mr. Bolton reported that Mr. Bentzler had been made aware of a program “North Country Municipal Development” that is doing broadband through wireless access points. Mr. Bentzler replied that it might be possible in the future for some of the small towns (Dalton, Stewartstown, Strafford) we had to provide satellite service for would be transitioned onto a wireless broadband network through this initiative. When that happened that cost would also be transferred from the VRIF to the town.
- Ms. Hadaway suggested that this would decrease the committee’s costs. Mr. Bolton and Mr. Bentzler agreed that it would and added that it should increase their performance.

7. Budget Report:

- Mr. Bolton distributed an annual report prepared by Ms. Penney.

Summary Fiscal Year 2008 Revenue

| | |
|---------------------------------------|-----------------------|
| Balance Forward July 1, 2007: | \$2,878,934.78 |
| Expenditures Fiscal Year 2008: | \$1,554,847.74 |
| Revenue Fiscal Year 2008: | \$1,153,731.47 |
| Balance Forward July 1, 2008: | \$2,477,818.51 |

- Ms. Little felt the committee should be concerned about the balance of the fund if we are indeed looking at spending upwards of \$3 million to re-engineer the software.
- She suggested that the committee slow down the grant program until we know what is going to happen with the NHVRIN system. Mr. Scanlan stated that Mr. Manning has been following up and completing the grants approved previously.
- Mr. Scanlan stated that the committee should consider whether or not they still wanted to fill Dr. Teschner’s old position. Ms. Hadaway suggested that the Grant Program/Administrator position be an action item for the November meeting. Decide what we are going to do with the information that we have now paid so dearly for.
- Mr. Scanlan reported \$157,000 originally been diverted by a NHVRIN software glitch to the general fund was now going directly to the fund.
- Ms. Little stated that the committee should consider raising fees to bring additional revenue to the fund. She and Ms. Hadaway agreed that raising the search fee from

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\$12 to \$15-20 would not be an outrageous increase. Mr. Scanlan suggested that Mr. Allan could craft the legislation.

- The committee created a new subcommittee to study a fee increase: Ms. Little (chair), Mr. Allan, Mr. Scanlan, and Mr. Bolton volunteered. Ms. Hadaway asked them to meet before the next meeting.

8. Other Business:

- Formula for future meetings. Second Wednesday of the month is not good as Steve has training. Ms. Little suggested the fourth Wednesday of the month. Ms. Hadaway said no with the holidays coming up. It was decided that the next meeting would begin at 9 a.m. and leave it on the third Thursday of the month. That would give the committee 3 hours.
- Mr. Bolton reiterated that the committee was going to wait until the next meeting to make decisions regarding the MRI report. Everyone agreed.

- **Action Items:**

- Electronic copy of report from MRI
 - CR list to be shared
 - Grant Administrator/Program Future
 - Fee Increase

- Next meeting scheduled for: November 20, 2008

Meeting adjourned at 11:18 a.m.