

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

*To The New Hampshire Department of State*

***-MINUTES-***

***Thursday  
November 29, 2007***

# Approved Minutes

## **-MINUTES-**

### **Vital Records Improvement Fund Advisory Committee Meeting**

November 29, 2007

Archives Building  
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  
Nelson Allan, Public Member, SOS Appointment  
Dr. David Laflamme, Data User, DHHS Appointment  
Carol Johnson, Manchester City Clerk, NHC&TC Association Appointment  
Peter Croteau, OIT CIO Appointment  
Patricia Little, Keene City Clerk, NHC&TC Association Appointment – **Via Telephone**  
Doug Hall, Vital Records User, DHHS Appointment  
Dr. Frank Mevers, State Archivist  
David Scanlan, Deputy Secretary of State, SOS Appointment  
Debbie Augustine, NH Hospital Association Appointment  
David Pollard, Funeral Director Association Appointment

#### ***COMMITTEE MEMBERS EXCUSED:***

Kimberly Johnson, Henniker Town Clerk, NHC&TC Association Appointment  
Thomas A. Andrew, MD, Medical Examiner Appointment  
Anna Thomas, Municipal Data User, DHHS Appointment

#### ***GUESTS:***

Melanie A. Orman, Vital Records, SOS  
Barbara Kostka, Vital Records, SOS  
Jackie Goonan, OIT  
Steve Wurtz, Vital Records, SOS  
Douglass Teschner, SOS  
Chris Bentzler, OIT

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## Vital Records Improvement Fund Advisory Committee Meeting

### **1. Meeting Called to Order:**

- Ms. Hadaway called the meeting to order at 10:03 a.m.

### **2. Approval of Minutes:**

- Dr. Mevers pointed out typographical and grammatical errors in the September minutes. Committee members elected to move to bulleted minutes to save time and resources.
- The committee requested that the September minutes would be corrected and resubmitted for January 17, 2008 meeting. Mr. Hall submitted the motion and Dr. Mevers seconded. Motion carried.

### **3. New Member:**

- Mr. Bolton informed the committee that Ms. Anna Thomas, Community Epidemiologist for the City of Manchester had been appointed by DHHS to fill the position vacated by Mr. Rusczek.

### **4. NHVRIN Update:**

Ms. Goonan reported:

- The OIT team had been focusing on preparing civil unions/dissolutions and electronic death certification modules for the next release.
- A hardware/software upgrade would be necessary to enable fax notification portion of electronic death certification module.
- NHVRINweb application was operating in the production environment.
- Mr. Bruner was promoted to Systems Development Specialist VI (SDS-VI) to fill the vacancy left when Mr. Bryer left the team leader position. This left Mr. Bruner's SDS-V position vacant.
- Ms. Barbara Barton was hired to fill the new SDS-V position the committee had approved at the last meeting. Ms. Goonan reported that she was very pleased with the early contributions of Ms. Barton.

Ms. Goonan listed the issues she looked forward to for the coming year, including:

- The possible .Net upgrade from 1.1 to 2.0.
- The Possibility of replacing several servers during the current fiscal year and the rest the following year.
- Mr. Bruner and Ms. Steward would receive training for one week in January and one week in February.

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- The OIT team would be focusing on NHVRINweb bug fixes and upgrades, as well as an auditing function.
- To discuss prioritization of the current list of change requests/bug lists for the upcoming year.
- Pandemic Flu pilot project. A program to extract data related to pandemic flu was on the horizon. Ms. Goonan was not sure of what all it would entail.

Mr. Croteau explained that he was concerned that more bugs than usual would be found in the new application because of the shortened development time. Dr. Laflamme inquired as to how the out-of-state birth module was progressing. Mr. Bolton replied that it was not in production yet, but was progressing.

### **5. OIT Budget Discussion:**

- Mr. Hall distributed handout detailing the OIT billing information he had analyzed and discussed it with committee members.
- Members discussed the fact that OIT billing was not really equitable considering the amount of usage and there should be a better way of allocating expenses.
- Mr. Croteau explained that OIT billing formulas are numerous, but that they can be discussed or changed every two years during the budget process.
- It was suggested that if the state elected to just give the communities their NHVRIN PCs and they were removed from the OIT PC counts, many could fall into disrepair as most small towns do not have IT resources at their disposal.
- Mr. Hall asked why the support for the PCs was not a direct cost.

### **6. RFP Discussion:**

- The RFP subcommittee received just two proposals in response to the RFP. They reviewed the proposals and one was clearly superior. Mr. Bolton had replied to that company (MRI) with some additional questions. They had provided satisfactory answers to the subcommittee and were the subcommittee's choice.
- Mr. Bolton felt the only remaining issue was cost. The proposal called for \$43,000 for the review. This was much higher than their initial proposal, but they explained that the scope was different. Mr. Bolton believed that considering the amount of work Mr. Hall had already done with the billing analysis, the price could be negotiated down and was preparing to approach them for their bottom line number.
- Mr. Scanlan stated that he and Secretary Gardner had discussed this RFP/proposal and although Secretary Gardner trusted the committee's opinion, he wanted to be sure that the subcommittee that reviewed the proposal was comfortable with the cost of this outside review. They were also concerned that the proposed amount was rather high. Another concern was that this company included former OIT employees and would that previous relationship be an issue in their performing their duties? Mr. Bolton stated

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that he had spoken with Mr. Bailey at OIT and he was neutral on the issue. Mr. Towle had not left OIT on bad terms. Mr. Bolton suggested that Mr. Towle's familiarity with OIT might help with the analysis of the support NHVRIN supports.

- Mr. Bolton informed the committee about the backgrounds of some of the members of the MRI team.
- MRI had agreed to sign an agreement guaranteeing that they would not be bidding on any contracts that happened to come out of this analysis.
- The committee discussed the need for this contract/review and whether conflicts could be construed using a company with both former and current New Hampshire state employees.
- Ms. C. Johnson made a motion to authorize Mr. Bolton to begin negotiations with MRI to determine their best and final offer relative to the proposal they submitted to evaluate the IT services received by the VRIF. Final approval on a contract would rest with the RFP subcommittee. Ms. Little seconded the motion and committee members voted unanimously to accept the motion.

### **7. Fund Analysis/Grant Program Discussion:**

- Dr. Teschner reported that revenue is up and the fund seemed to be holding its own.
- Mr. Scanlan informed the committee that the recent audit had discovered \$157,000 that should have been deposited into the VRIF but had been deposited into the general fund.
- Dr. Teschner provided the committee with a handout that included detail on all the towns that applied to the program.
- All 145 towns that initially applied have either had their site visits or are scheduled to do so. Dr. Teschner had received 96% of the assessment reports.
- Dr. Teschner suggested the committee might want to consider going ahead and doing the assessments on the 8 towns that applied to the program late. Ms. Hadaway suggested the committee discuss those towns after the start of 2008.

### **8. Other Business:**

Ms. Hadaway congratulated Ms. C. Johnson on being promoted to City Clerk of Manchester.

Meeting adjourned at 12:08 p.m.