

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

To The New Hampshire Department of State

- MINUTES -

Friday

March 21, 2014

-MINUTES-

Vital Records Improvement Fund Advisory Committee Meeting

March 21, 2014

Archives & Records Building
2nd Floor Conference Room
71 South Fruit Street
Concord, New Hampshire 03301-2410

COMMITTEE MEMBERS PRESENT:

David Scanlan, Deputy Secretary of State, SOS Appointment
Stephen M. Wurtz, State Registrar
Tricia Picuch, Nashua City Clerk, NHC&TC Association Appointment
Brian Burford, State Archivist
Janice Bonenfant, Concord City Clerk, NHC&TC Association Appointment
Brook Dupee, DHHS Appointment
Bruce Riddle, Data User, DHHS Appointment
Ashley Conley, Municipal Data User, DHHS Appointment
Erin Piazza, Health Information Specialist, NHHA Appointment
Peter Morin, Funeral Director Association Appointment

COMMITTEE MEMBERS EXCUSED:

Thomas A. Andrew, MD, Medical Examiner Appointment
Nelson Allan, Public Member, SOS Appointment
Theresa Pare-Curtis, OIT CIO Appointment
Joanne Linxweiler, Auburn Town Clerk, NHC&TC Association Appointment
Debra Clark, Charlestown Town Clerk, NHC&TC Association Appointment

GUESTS:

Chris Bentzler, SOS IT
Karen Festa, SOS IT
Laurie Harrigan, SOS IT
Jeff King, SOS IT
Nicholl Marshall, Vital Records

1. Call to Order and Approval of Minutes:

- Ms. Tricia Piecuch called the meeting to order at 09:29 with a quorum present.
- Mr. Brian Burford moved to approve the minutes of the meeting of November 22 as presented and Ms. Ashley Conley seconded the motion. No discussion was made on the motion. The vote was taken and all were in favor; the motion passed.

2. New Committee Members:

- Ms. Piecuch welcomed to the Committee Ms. Erin Piazza, a birth clerk at Spere Memorial Hospital and a recent appointee from the New Hampshire Hospital Association to the Committee.
- Ms. Janice Bonenfant of the Concord City Clerk's office was also appointed to the Committee and is attending a Committee meeting for the first time.
- Mr. Peter Morin of the New Hampshire Funeral Directors Association was also appointed to the Committee but was not present until 09:38.
- Introductions of all attendees were made.

3. Introduction of new SOS-IT team member:

- As Mr. Dan Cloutier was absent, it fell upon Mr. Stephen Wurtz to introduce Ms. Laurie Harrigan as a new member of the information technology staff within the Department of State. Mr. Wurtz recalled that Ms. Harrigan's position, which would help the roll-out of the new application and some of the ancillary programs, was approved by the Committee in the previous meeting.

4. NHVRIN Report:

- Mr. Wurtz discussed the progress of NHVRIN. The current NHVRIN system has been alive and well since 2004, but presently there is virtually no support from the state Department of Information Technology. Despite a small number of deficiencies, NHVRIN has been remained stable, and its up-time has been almost 99%. Only two issues, both of which are related to hardware maintenance, have caused the system to be off-line. A reason the current NHVRIN system has been successful is that key staff has been able to find workarounds.

5. NHVRIN2 – Vendor Update:

- Mr. Wurtz observed that over two years ago, a need to replace the current NHVRIN application was identified as technology has changed since the

deployment of the current NHVRIN system. A vendor should be able to create a more configurable application that allows the state to make changes as they arise. For example, if a group from the state Department of Health and Human Services asks that a new question be added to the birth worksheets, a new system should allow control of that in a way never experienced before. In the past, DoIT would perform that function and it would be hard-coded into the application, and it could cause a delay in rolling out anything new. Another example, legislation could add new requirements with a short time line to put them in place. The staff at the Division of Vital Records Administration has been working hard to create the best application possible. There have been a few issues in the new application which DVRA found unsatisfactory. Attempts to work with the vendor to address these deficiencies have been mostly successful, but new staff on board have identified “showstoppers” which should not exist for a 2014 system, especially in comparison with the successful application in existence today. To be fair, most software vendors have not dealt with a state like New Hampshire, which has had automation of vital records since the 1980’s and an educated group of NHVRIN users. At the end of February, DVRA send a letter to the vendor in order to address critical areas of concern. The vendor removed certain individuals from the project and replaced them with new staff. Thus New Hampshire has new staff and the vendor has new staff, so a meeting between these groups next week will seek mutual understanding and avoid miscommunication. Mr. Wurtz reiterated to NHVRIN users and the Committee his commitment that the best application possible shall be deployed.

6. NHVRIN2 – IT Update:

- Ms. Harrigan stated that when she started she was told her focus would be on two areas: the project management aspect of NHVRIN2 (working with the vendor, repairing relationships, examining the contracts) and the State & Territorial Exchange of Vital Events (commonly called “STEVE”).
- Ms. Harrigan said it was very clear that there was a disconnect in expectations between what the vendor has delivered and what DVRA requires in terms of system functionality. Ms. Harrigan has looked into the contract documents and the deliverable documents to find where this miscommunication occurred, and the letter to Netsmart explained where DVRA sees the deficiencies. The meeting between DVRA and the vendor next week will include looking at the contract to determine what specific requirements the vendor is responsible to deliver and what the State did not specify in the contract but should have done. Now that information technology staff is embedded within DVRA, it is easier to understand

what the needs are and communicate those needs to the vendor. The time frame is still unclear, but a clearer statement of what needs to be done is necessary first.

- Ms. Harrigan is also managing the certification process for STEVE. DVRA have already made significant progress in the certification process. New Hampshire is already STEVE certified in natality; the next target in STEVE certification in mortality. Mortality is a little more complicated because of the amendment process on death records. The first mortality file sent through STEVE may occur next week. Mr. Wurtz reminded the Committee that the federal government stated that all states shall submit their vital events through STEVE by January 1, 2014. The new system already has the STEVE component built into it; the current NHVRIN system does not have that capacity for STEVE automation, so there is a manual process in STEVE for now. In order for the federal government to pay the State for vital records data, the State must meet the certification process in STEVE. Ms. Harrigan indicated that Mr. Jeff King is already devising automated ways to create these files.
- Ms. Karen Festa said that Release 1.4, the latest release of NHVRIN2, was received in the first week of 2014. In that release, there were 102 issues that were fixed by Netsmart for DVRA to retest; 95% of that testing was completed in January and 77 were closed but the other 25 were rejected by Ms. Festa and the subject matter experts. Those 25 issues are being handled by Netsmart and the resolution will be seen in the next release, although the date of the next release is yet to be determined. Also in the month of January, DVRA had a three-day mentoring session in NHVRIN2 with Ms. Jane Tish of Netsmart. Ms. Tish was helpful, but she also stumbled through the application, particular the sections dealing with inventory, finances, and marginal notes. Ms Tish promised documents but DVRA has not seen them. After the mentoring session, DVRA continued to test and document issues found in the application, focusing on defects recorded by Ms. Festa and Ms. Harrigan during the mentoring session and logging those defects into the Issue Management System, where Netsmart looks to find what DVRA finds to be deficient. Within the last three weeks, Ms. Festa entered 25 defects related to the birth module alone, specifically the navigational flow of the application. Currently, there are 99 open issues in the Issue Management System where DVRA awaits a response. Netsmart has given DVRA a couple of tutorials of the applications of Illinois and Wisconsin, which Ms. Festa has already started to examine. Ms. Festa reiterated that NHVRIN2 is not obvious as to where to go when attempting to perform certain functions, whereas the current application is more obvious in regards to navigational flow, especially for someone new like herself.

- Ms. Piecuch asked which individuals from Netsmart will be coming next week. Ms. Harrigan said it would be their top echelon: Mr. Keith Davis (customer advocate/salesman), Mr. Pat O'Malley (project manager/account representative), and Mr. Simon Grunfeld (direct project manager/liaison). During the last couple of weeks when Ms. Harrigan and Mr. Grunfeld have worked together, Mr. Grunfeld has been a breath of fresh air. Ms. Harrigan is cautiously optimistic that next week's session will result in a nice plan on how to move forward.
- Ms. Piecuch asked if the vendor will meet all of the requirements stated in the RFP, the GAP session, and the contract. Mr. Wurtz answered with the fact that certain staff had a frank discussion with Netsmart apart from the letter sent last month, and Netsmart promised they will meet all the concerns of DVRA in order to go forward. Netsmart has changed much of their staff to make this successful because too many other states are looking at this relationship as other states understand New Hampshire has known what it wants in vital records automation for about twenty years. If someone was in charge of a state which filed vital records by paper and a vendor presented to him/her an application which allowed filing records by a computer screen, a "wow" factor would result, but New Hampshire had the "wow" factor eighteen years ago. The new application has not given the "wow" factor to New Hampshire, but Netsmart has promised the "wow" factor. Ms. Harrigan states that Netsmart asked DVRA to keep an open mind and differentiate between functionality and the way that it flows, as the screens may look different and be in a different order.
- Dr. Brook Dupee appreciates the acknowledgement that the project is not going the way as originally desired and asked if the plan going forward could be shared with the rest of the Committee. Mr. Wurtz said the Committee would be kept in the loop.
- Mr. Chris Bentzler is trying to get all NHVRIN users off Windows XP and onto Windows 7 because Windows XP support is going away next month. Mr. Bentzler deployed 55 personal computers to the towns where he has PC's with Windows 7 on them. All of the default settings for the new NHVRIN system are on the new PC's. Mr. Bentzler is awaiting another 70 machines to come in so that they can be deployed. Most issues he sees are hardware, mostly a PC has been used beyond its life expectancy or a broken down printer needs to be replaced. All machines are set up in the same exact way. Calls continue to come in with the current NHVRIN system, either with connectivity issues or compatibility issues (such as newer browsers) and appropriate troubleshooting takes place. Mr. Bentzler recalls that NHVRIN was deployed in 2004 when Internet Explorer 5

was the current browser, and trying to get NHVRIN to work in newer browsers can be problematic, as some modules work better than others in newer browsers.

- Mr. King is primarily focused on the actual data and the data conversion associated with the NHVRIN2 project. Because the shift is from an Oracle database to a SQL database, there is a lot of massaging and converting of existing data out of NHVRIN going into the new system. Part of that is examining how the data looks in the current system versus in the new system to ensure the conversion is proceeding properly. Mr. King has documented a few issues related to conversion and sent them to the vendor. Also of concern is how to pull the data out from the new system to the Enterprise Data Warehouse. Data flow from the old system to the EDW is not a problem since both sit in Oracle. After the migration to NHVRIN2, it will have to be an extract process from the SQL server database to the EDW, thus Mr. King has been creating a script that will pull data from the SQL database, convert it, and create a daily file which will go to EDW so that it will look as similar as possible to what exists now and EDW users will not have to redesign their processes. Mr. Jeff Silver of the EDW will meet with Mr. King next week to discuss developments. Mr. King is pretty confident that the data going to the EDW will be similar to what EDW users see now.
- Mr. Burford asked what the data warehouse is. Dr. Dupee explained that it is repository at the Department of Health & Human Services to where vital records information is fed so that DHHS can utilize the data. Mr. King further explained that he has been working with Dr. David Laflamme on the data feed to the data warehouse.
- Because clerks must issue vital records which sometimes have layered data, such as marginal notes, Ms. Piecuch asked if there is a problem with data layering. Mr. King answered that it will be transparent to vital records users. Mr. Wurtz said that one of the functions DoIT performed before July was the parsing of marginal notes so that it could be identified and placed into the new application. One task performed was to compare NHVRIN and NHVRIN2 to ensure marginal notes are being displayed correctly, and Mr. Wurtz is 95% satisfied with how the information was converted.
- Ms. Piecuch thanked the information technology staff working on NHVRIN2 for the huge undertaking done so far.
- Mr. Burford asked once NHVRIN2 is running, what will happen to the data set in NHVRIN, namely the Oracle database. Mr. King said that once NHVRIN2 is operational, it is important to have an archive data set to which users can refer. Dr. Dupee said that the data warehouse performs that role for DHHS now, and all

the legacy data will be there. Mr. Burford noted that if the warehouse is upgrading and changing its systems, then the concern goes to the current legacy data surviving those upgrades and changes. Dr. Dupee answered that the point of the warehouse is a long-term stable source of data. Mr. King reminded everyone that if you make a snapshot of data and place it elsewhere, it may not necessarily be the same data because records get updated constantly. Mr. Burford said that the data set will be a snapshot of where things were at the time of migration and will have evidentiary value in the future because part of the authenticity of government records is to be able to verify what happened at a certain time.

- Dr. Riddle asked if the Oracle database is constantly changing, if one takes a snapshot at one point and looks at that database a couple of years later, how will that happen? Mr. Burford explained that this is the issue data preservers address, and that government officials must be able to demonstrate what changes were made to a record, when those changes occurred, and why those changes occurred. Mr. King explained that it will be part of the conversion process because he is extracting the data into text files which are then converted into the new system. Mr. Wurtz said that every amendment that happens to a live record has been brought forth. Mr. Burford said that the new system will have the change logs so that one can document the origins of changes. Dr. Riddle notes that the data will not be kept in Oracle but in ASCII.

7. VRIFAC Budget:

- Ms. Piecuch reminded the Committee that a copy of the VRIFAC budget was placed in folders which Committee members received upon arrival. Mr. David Scanlan said it shows the historical perspective of Vital Records Improvement Fund of the last ten years. The account balance continues to grow, despite paying the vendor for NHVRIN2. Since DoIT charges every agency which utilizes their services, bringing information technology support in house and transition away from DoIT will save money. The account balance at fiscal year-to-date 2014 stands at \$3,885,914.89. In accordance with legislation passed a couple of years ago, the Department of Administrative Services requested payment for \$800,000 per year, which is not reflected in the budget presented. Funds are available to pay the vendor for further developments of NHVRIN2, but Mr. Scanlan suggested the Committee may want to look at other areas of vital records for expenditures if such a need should arise.
- Ms. Piecuch would like to know what has been paid to date to Netsmart and that more money probably will have to be put aside for change orders. Mr. Scanlan pointed to the Technology-Software line of the budget (account 038), which in the last three years shows the payments to Netsmart, which total just over \$700,000.

Mr. Wurtz said the contract is for \$1.3 million and Mr. Scanlan concluded that about \$600,000 remains to be paid. Mr. Wurtz recalled another \$500,000 was encumbered for the maintenance and Ms. Piecuch understood that this was to be paid over the next five years.

- Ms. Piecuch observed that in the Equipment line of the budget (account 030), no money has been spent in the last two years, despite what Mr. Bentzler previously said about equipment. Mr. Scanlan indicated that the Department of State's information technology costs could be paid out of the revenue from the Corporations Division, so the Corporations Division has paid for the computers Mr. Bentzler purchased for the time being, but the costs will be transferred at some point to that line on the budget.
- Ms. Conley asked that since the budget shows a healthy balance, would next meeting address options as to where to spend this money or a smaller committee look at possible expenditure options. Ms. Piecuch stated that there are no sub-committees and that it would be best to see what the eventual costs are for the computers and for Netsmart.
- Ms. Piecuch stated that as a city clerk staff member who issues certificates of vital events, the Department of State should purchase new toner cartridges instead of recycled toner cartridges. Mr. Scanlan said that the legislature passed a statute requiring the State to use recycled products. Ms. Piecuch replied that the money coming out of this fund is to fund everything associated with NHVRIN, and having a recycled toner cartridge fail when printing an official certificate makes recycled toner cartridges virtually worthless. A certificate with print of such poor quality that a person is unable to use it means the sheet of safety paper must also be voided, which also costs money, and problems ensue. Mr. Scanlan said there may be a way to work around that. Ms. Janice Bonenfant notes that the quality of professional documents which the clerks distribute is greatly affected by the poor quality of toner cartridges, and a poor quality print of a vital record is embarrassing. Mr. Bentzler observed that an exception to the executive order has been added: if a reason can be provided for an exception, authentic cartridges may be ordered. Ms. Bonenfant asked if the toner cartridge vendor is creating this problem. Mr. Bentzler responded that vendors change.
- Ms. Piecuch said that what would be ideal for next meeting in July would be to know more details about what will be spent for Netsmart and what is spent out of the Corporations Division for the computers so that it can be determined how much money is available. Money will still need to be set aside for training users to use the new system. Mr. Wurtz said that once DVRA meets with the vendor,

the results of that meeting will be shared with the Committee in a timely fashion, not necessarily waiting for the Committee's next meeting scheduled for July.

8. SENECA Help Desk:

- With Mr. Cloutier absent, Mr. Wurtz said that he and Mr. Cloutier have been working with DoIT to craft a plan for the DoIT help desk. The SENECA help desk, which serves DHHS and DVRA, presently receives telephone calls and triages them to the appropriate party, but this will cease in August. The DoIT help desk has been assisting with password resets and such things. Mr. Wurtz and Mr. Cloutier have reached a general understanding with DoIT regarding what is needed, but cost remains a determining factor. If the DoIT help desk is not available for whatever reason, then a help desk may have to be supported 100% in-house. Mr. Wurtz believes that meetings with the DoIT help desk recently have been favorable and that they are eager to be the help desk for NHVRIN users. Mr. Bentzler indicated that the number of PC's in the field does not necessarily indicate the number of calls to the help desk. Mr. Bentzler recalled that the last time he checked, there were 1325 active callers in the SENECA help desk system tied into our system, but this includes a caller who may have called several years ago but is still listed active unless otherwise told to turn off. Last year, there were 471 SENECA tickets which went into NHVRIN, with each call costing \$19.66.
- Ms. Piecuch asked how many calls were received last Wednesday when NHVRIN was down. Mr. Bentzler answered that only two SENECA calls were received because the problem was resolved in such a short time, and that does not include how many calls went directly to DVRA. Mr. Wurtz added that his staff does not track how many calls they receive, and one of the negotiating points with the DoIT help desk is that DoIT wants to purchase software which will allow better tracking of such calls, but it could also be used by DVRA staff. Mr. Wurtz estimates that for the 471 SENECA tickets, DVRA directly receives 1500 calls.
- Ms. Piecuch noted that last meeting, it was suggested that HAVA staff could become the new help desk and asked what has become of this possibility. Mr. Scanlan answered that it is rare that HAVA staff have any down time.
- Ms. Piecuch observed that the Committee's next scheduled meeting is in July and SENECA will go away in August and asked when this matter will be resolved. Mr. Wurtz talked to Mr. Cloutier on the day before yesterday and both agreed it will be resolved sooner than later and that a plan must be devised before July 31. Mr. Bentzler added that it is better to accomplish this sooner rather than later so that, if DoIT becomes the new help desk, DoIT will come on board before the

new NHVRIN system comes into play. Ms. Piecuch asked what DHHS will do for their help desk, recalling that Mr. Cloutier wanted to avoid an RFP. Mr. Scanlan answered that the goal is to work something out with DoIT if the cost of using DoIT is not too great, but if no state agency agrees to it and it does go to the private sector, something this size must be put out to bid. Dr. Dupee added that DHHS is still in negotiations regarding a new help desk, but did not know where things stood in the negotiations. Mr. Wurtz pointed out that because DHHS is looking for a replacement to SENECA, a vital records help desk should be established first so that the help desk has time to adjust to the needs of vital records, plus a new application will require more support. Mr. Bentzler noted that in the previous meeting, it was said that there was a threshold of \$35,000 per year for avoiding the creation of an RFP. Ms. Piecuch added that this matter must not be delayed and would not like to see a decision to go out to bid at the last minute.

9. Old Business:

- Ms. Piecuch notes that the program specialist position was discussed in the previous meeting and that Mr. Scanlan would investigate if that position was eliminated as it would create problems to get the position re-established. Mr. Scanlan admits that he did not do that but will report on it in the next meeting. Mr. Wurtz stated that, according to a good source, the position is still there.
- Ms. Piecuch reminded the Committee that a DoIT budget was in the packet each person received upon arrival and had asked Mr. Wurtz to put it on the agenda. Back in November, there were still some transitions between DoIT and the Department of State regarding the information technology staff but the overhead charges would gradually be eliminated. But Ms. Piecuch wanted to know why DoIT is still charging DVRA, so Mr. Wurtz created a comparison of charges payable to DoIT in January 2013 and January 2014. While it is a significant decrease, Ms. Piecuch was still surprised that DoIT still charged DVRA the amount of \$9005.48 in January 2014, and now DVRA is in negotiations with DoIT regarding the help desk. Ms. Piecuch hoped DoIT was not charging for negotiations. Mr. Wurtz said that the bill for February 2014 has not yet been sent, but Mr. Wurtz and Mr. Cloutier met with DoIT about continuing charges and Mr. Cloutier requested from DoIT the granular details about this. The reduction in charges is mostly related to the shifting of personnel. DVRA has not paid the charges for January 2014 yet and details are still being fleshed out to meet Mr. Cloutier's level of scrutiny. Ms. Piecuch pointed out that the technology-software line (account 038) shows charges of just over \$2800 in January 2014 and almost \$3000 in January 2013. Dr. Dupee suggested that it could be cost allocation, for example, the charge of \$1.24 in the in-state travel reimbursement (account 070)

likely reflects a fraction of a larger number, so it is a good idea to go back and check. Mr. Wurtz said Mr. Cloutier suspected the same thing. Mr. King reminded the Committee that the Oracle database of NHVRIN is still supported by DoIT. Ms. Piecuch said that might be reflected in the technology-software line. Mr. Bentzler said that there could be costs related to a virtual environment which had to be allocated as NHVRIN is on it. Mr. Wurtz replied that in 2013, NHVRIN did not have the virtual servers; today there are NHVRIN, the current servers and resources, plus the virtual servers to which the transition will occur. Thus DoIT is maintaining more product today than a year ago. But even DoIT is having a difficult time understanding all of the budget items.

- Ms. Piecuch pointed to copies of pending legislation provided in the packet each person received upon arrival. Mr. Wurtz mentioned Senate Bill 201 will add a line item to New Hampshire marriage licenses to allow each person in the marriage to declare what his/her name will be upon marriage, which will create a change in the marriage forms presently used and a change in the software. Mr. Wurtz is unclear what to do with the current software regarding this bill as NHVRIN is unsupported, but it will be easier when the new software package is running. The effective date will be January 1, 2015.
- Mr. Wurtz also discussed Senate Bill 263 which will allow a state court judge to be an officiant of New Hampshire marriages. Years ago, legislation was passed to allow a federal court judge to be an officiant, but state judges were overlooked. Although it appears as a line item, it may require changes in the wording of the marriage application.
- Mr. Wurtz said the pending bill which may require the most modification is House Bill 1617 which would allow the New Hampshire Retirement System to have limited access to a vital records data set. It was originally worded as giving the NHRS something similar to a NHVRIN application where key personnel could use it for verification. Mr. Scanlan added that this bill is being discussed before the finance committee now and is not aware of any further amendment in addition to what is printed for the Committee. Mr. Scanlan is aware that Mr. Neil Kurk, a privacy proponent in the New Hampshire House of Representatives, has significant concerns. Mr. Scanlan added that during discussions with the NHRS, the Department of State's main objective was to maintain privacy of the individuals and the information provided should not be used for fishing expeditions. Dr. Dupee asked what the NHRS is trying to accomplish through this legislation. Mr. Scanlan replied that NHRS wants information if a retiree got married or the spouse of a retiree died or other vital events that would affect how much the NHRS pays in retirement funds. Mr. Wurtz pointed out that NHRS

works with DVRA now through a manual process where NHRS sends a paper request and DVRA provides verification of a vital event, so HB1617 provides a more efficient way to do business, similar to a function given to the Division of Motor Vehicles in the past. This will require a Memorandum of Understanding similar to what was created for DHHS. DVRA has an obligation by statute to limit access to vital events information. Ms. Piecuch also expressed concerns about fishing expeditions. Mr. Wurtz answered that in vital records, that risk is present every day, which is why NHRS would have an MOU, which would limit the utilization of vital records data to only one or two people of NHRS. Since the last activity mentioned on this bill was on January 23, Dr. Dupee asked what has happened to the bill since then. Mr. Wurtz has not been able to track any activity on the bill. Mr. Scanlan believes that it is in the finance committee. Ms. Piecuch notes that the bill passed the House and that Crossover Day is March 27.

- Mr. Scanlan mentioned a bill addressing the reporting of abortion statistics in an aggregate form. The bill originally called for DHHS to gather and report abortion data, but because DVRA has functionality in place to deal with it, the question was if DVRA could handle it. Mr. Scanlan said he does not want the Department of State to get involved in the abortion debate, but if the legislature made it a policy for DVRA to collect and report abortion data, he would be open to it so long as any additional costs would be covered. Mr. Scanlan also believes it would be less expensive for DVRA to perform this function than DHHS and that the bill has gone to interim study. Mr. Wurtz said that bill was House Bill 1502 and confirmed that the bill was in interim study, which he why he did not identify it on the agenda. Dr. Dupee said that New Hampshire is one of about two states which does not report abortion statistics and agrees it is best to stay away from the emotional side of the abortion debate but there are public health reasons as to why that data can be helpful. Dr. Dupee also said that it would not make sense for DHHS to create a parallel system when DVRA has the mechanism and connections to make it work.
- Ms. Piecuch mentioned the Vital Records Preservation Grant which the Committee approved during the previous meeting in November. Mr. Wurtz explained the purpose was to replace archival boxes for the research center, which came to a little under \$17,000. The vendor produced a sample of the product, which was brought to the volunteers. Mr. Wurtz presented an example of such a box, with edges reinforced with steel. Mr. Wurtz explained that the difference between the box which the vendor had presented and the box which Mr. Wurtz now holds is that in the box which the vendor presented, there was a hole in the front of the box, where a volunteer could place a finger in the hole to pull out the box. But many of the volunteers suggested that arthritic conditions may make it

difficult to utilize the hole to pull it, and Mr. Wurtz was concerned that the hole may create a weakness for the box itself. Thus, Mr. Wurtz asked the vendor to create something different. So the vendor created a box where a card explaining the box's contents could be placed in front and a finger pull was created into the box. Some of those historical documents are almost four centuries old and are frail, but many of those old records can fit into the box which weighs about five pounds. The box is engineered for the long term, but the cost to make enough of those boxes for the State's needs is just over \$23,000, which is more than what the Committee had approved in November. Mr. Wurtz asked for approval to modify the grant to purchase the boxes presented. Ms. Piecuch asked if the number of boxes ordered will be enough to fulfill what is needed in the research room; Mr. Wurtz answered in the affirmative. Ms. Piecuch observed that the quote from the vendor comes to \$23,804.48.

- Mr. Burford made a motion to increase the grant to \$23, 804.48 and Mr. Morin seconded. Mr. Burford mentioned that what he feels is well worth the additional expense is the fact that the box Mr. Wurtz presents has a better support for its pull because the pull better distributes the weight; the hole would eventually fail. Mr. Burford further added that he deals with the weight of physical records often. Ms. Festa asked if the box was fireproof; Mr. Burford responded in the negative and he is not aware if such a fireproof box exists. Mr. Scanlan asked since the cost is roughly 30% more, could the boxes' life expectancy be 30% more; Mr. Burford responded in the affirmative, largely because the hole would have resulted in bending the cardboard box more than any damage to the records stored inside. Mr. Burford added that he hoped this would be the last time to invest in such containers because of technology that will preserve things online. Ms. Piecuch asked how the records are stored in the research room; Mr. Burford answered that the records are cards standing through the length of the box, and the boxes conform to the size and shape of the cards. Mr. Wurtz said there have been two sizes of the cards which have been used over the years and the purchase order is for two separate sizes to accommodate those years. The vote was taken and all were in favor; the motion passed.

10. New business:

- Ms. Conley is working on the community health assessment for Nashua and is performing data gathering through NHVRIN Web. She asked if NHVRIN Web is part of the new system. Mr. Wurtz replied that the NHVRIN Web public access tool is being updated with the new application so that the new information will be put into NHVRIN Web and NHVRIN Web could be a point of discussion in the meeting with the new group from the vendor as the vendor may not have agreed

upon the value of NHVRIN Web. One of the disadvantages of the current NHVRIN Web is that certain data have not been updated for a long time because the people who had maintained it are gone. Ms. Piecuch asked if the RFP included NHVRIN Web. Mr. Wurtz said that the RFP indicated that the vendor would provide an export to the application which goes through the EDW and out to NHVRIN Web. Ms. Harrigan said that it is indeed mentioned but needs more detail behind it.

- Ms. Conley asked if the data in NHVRIN Web will be integrated into WISDOM on DHHS. Dr. Dupee replied WISDOM was not meant to be a source for primary data. Mr. Burford asked what WISDOM is. Dr. Dupee said WISDOM is Web-based Interactive System for Direction and Outcome Measure and takes demographics from across the State. Mr. Burford asked if WISDOM is a public website. Dr. Dupee answered in the affirmative and that WISDOM will eventually have nine modules.

11. Meeting dates and Adjournment:

- Ms. Piecuch indicated that the next meeting is scheduled for Friday July 25. The meeting after that had been scheduled for Friday November 21, but that day is also the New England Association of City & Town Clerks conference, so the Committee's November meeting may change to Friday November 14.
- Mr. Burford made a motion to adjourn and Dr. Dupee seconded the motion. No discussion was made on the motion. The vote was taken and all were in favor; the motion passed. Meeting was adjourned at 11:22.