

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

*To The New Hampshire Department of Health & Human Services*

***-MINUTES-***

***Thursday  
March 21, 2003***

# Draft Minutes

## **-MINUTES-**

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

March 21, 2003

Health and Welfare Building  
Conference Room 110/111  
6 Hazen Drive  
Concord, New Hampshire 03301

#### ***COMMITTEE MEMBERS PRESENT:***

Patty Little, City Clerk Appointment  
William Armstrong, IT Manager, DITM Appointment  
William R. Bolton, Jr., State Registrar  
Dr. Frank Mevers, State Archivist Appointment  
Linda Hartson, Exeter Town Clerk, Town Clerk Appointment  
Tom Janosz, Funeral Director Appointment  
David Kruger, Public Member Appointment  
Jane Ireland, Rye Town Clerk, Town Clerk Appointment  
Paul Bergeron, Nashua City Clerk, City Clerk Appointment

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

Vacant, Health Information Specialist Appointment  
Thomas A. Andrew, MD, Physician Appointment

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

Mark Andrew, Administrator, Division of Epidemiology and Vital Statistics, OCPH  
John O'Neal, Office of Information Systems, DHHS  
Mark Parris, Office of Information Systems, DHHS  
Melanie Orman, Vital Records  
Steve Wurtz, Supervisor of Registration/Certification, BVR, DEVS  
Barbara Kostka, Vital Records

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## Vital Records Improvement Fund Advisory Committee Meeting

### **1. Approval of Minutes:**

Ms. Little called the meeting to order. She announced that she would have to leave the meeting early for another appointment. The first order of business was the approval of the March 16, 2003 minutes. Ms. Little pointed out a typographical error on the eighth page of the document. In the seventh line the word “note” should have been “vote.” The correction was noted and Ms. Little asked for further corrections. Hearing none she asked for a motion. Mr. Kruger obliged and Ms. Ireland seconded. The committee then unanimously voted to accept the March 16, 2003 minutes as corrected.

Because Ms. Little planned to leave the meeting at 10:30, she asked that the budget discussion be moved to the first position on the agenda. Mr. Andrew explained that he was not prepared to offer that information and that Mr. Dupee would be arriving soon. Ms. Little asked if the legislative update could be discussed or, if that was also under Mr. Dupee’ purview. It was agreed that it was and the committee agreed to move on to the OIS update.

### **2. OIS Update:**

Mr. Parris distributed a handout to the committee. Mr. Parris reported that he had been asked to report on three specific areas by Mr. Bolton. He began by introducing Eric Allen, the new Tech Support Specialist. Mr. Allen began February 28, after a long, tedious process. He was interviewed in December and just as the hiring committee was prepared to make an offer the job freeze went into effect. Mr. Parris directed the committee to several pages in the handout that detailed Mr. Allen’s qualifications. The hiring team was most impressed with Mr. Allen’s knowledge of the hardware, software, and methods associated with the position.

Mr. Parris added that his staff was looking forward to working with Mr. Allen. He also reported that Mr. Allen would be working on training with Mr. Wurtz in the next couple of weeks on training. He is currently getting up to speed with the software and visiting sites with Mr. Milligan, who has been kind enough to offer his assistance while Mr. Allen learns the ropes. Mr. Parris felt the transition had been very smooth thus far. Mr. O’Neal stated that he felt that Mr. Allen was very concerned with customer service. Ms. Little agreed, stating that her office had been in contact with Mr. Allen. Her office had recently moved to the VPN Concentrator and had experienced some difficulty.

Mr. Parris reported that the web enablement contract with CNSI had been approved by Governor & Council. Committee members were pleased that the contract had passed with little or no discussion. This encouraged the committee that the Governor & Council fully supported this effort. Mr. Parris explained that all those on the selection committee were very happy to have finally reached that point. He stated that the CNSI Project Manager Tammy Borkowski had already been in touch with Dave Perry and was quite anxious to get started. Mr. Parris reported that they were in the process of ordering hardware for his staff and the contractors that would be on-site. He explained that he wanted his staff to be in an XP environment like the contractors, from the start.

Mr. Parris directed committee members to a page in his handout showing a list of around twenty-one towns the bureau had identified as potential towns to roll out VRV2000 to.

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Mr. Parris explained that Mr. Wurtz sent the list and told him to pick some towns. He explained that his staff likes to try and add cities and towns geographically. It makes it easier on clerks if they can carpool to training and his staff when it comes time to visit the sites to set them up. Mr. Parris told the committee that they were planning to roll out to the cities and towns in four groups. He directed the committee to the next page in the handout that showed four training dates. The training was scheduled to be held at the Nash building beginning April 8.

### **3. Vital Records Preservation Contract:**

Mr. Bolton reported that the contract was “in the pipeline.” The DHHS business administrator still had a few questions regarding the rewrite. He felt that it would be resolved that week and be forwarded to the Governor & Council. The contractor was being very patient and they would extend the contract date to October 31, 2003. Dr. Mevers added that when he turned the contract into DHHS and they tried to get it before the Governor and Council. Administrative Services stopped it in its tracks. They did not want to let it through with both the Secretary of State and DHHS involved.

Dr. Mevers allowed DHHS to take over the contract. He reported that Donna Severance in Public Health was working on it. Ms. Little asked what Governor & Council meeting agenda they were hoping to get the contract on. Mr. Bolton replied that they were shooting for May. Dr. Mevers stated that Mr. Dupee could probably give the committee a better idea when he arrived. Mr. Andrew stated that he felt it would be May. Mr. Armstrong asked if the contract would then have to go to the Attorney General for review. Mr. Andrew answered in the affirmative. Dr. Mevers added that it had been through the Attorney Generals office once.

### **4. Filenet Solutions:**

Mr. Bolton reported that he and Mr. Armstrong had met the previous day with the implementor (HCL). Ms. Little asked if HCL was the contractor. Mr. Armstrong replied that they were the system integrator. Mr. Bolton explained that they met with an HCL representative and their developer. The developer looked at the project, to take the Oracle database and move it to a Filenet archive. They were going to modify the statement of work and submit it. They would work with OIS to identify exactly what is going to happen on the Oracle side so that they can spin off records into the Filenet solution. With the statement of work they would be able to modify the state contract with the Bureau of Data Management. Mr. Bolton reported that DITM and OIS appear to fine with the plan. Mr. O’Neal stated that they were.

Mr. Bolton added that it would be a very quick turnaround time and that the company was planning to begin programming at the end of March. Mr. Armstrong stated that it was the state’s intent to roll out the Filenet software as an enterprise application, like the ERP and wan. They intend to utilize existing servers and licensing to keep the cost down for all involved. He felt the cost should be fairly nominal. Ms. Little asked if the amount discussed previously was \$300,000. Mr. Armstrong replied that he believed that included the cost of the web access. Ms. Little asked if that is not something they had decided they did not need. Mr. Bolton stated that cost of the software and the integration was \$240,000.

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Ms. Little asked Mr. Bolton to clarify that the records that they were aiming for were the electronic ones with no backup. Mr. Bolton explained that those were the primary goal, but that some older records would also be captured. He also added that many of the paper records on file might not be the most up-to-date because of amendments that had been made after the fact. Even if the bureau had a paper or microfilm backup, this solution would provide the most current information. Ms. Little stated that she was under the impression that it would be used to create an archive, not to spin off records. Mr. Bolton replied that it was a disaster recovery solution, but that ultimately in the event of a catastrophic loss, records could be produced from this solution.

Ms. Little explained that she had to excuse herself to attend another meeting. She advised the committee to continue in her absence.

### **Other Business:**

Mr. Bergeron suggested the committee take a five-minute break to see if Mr. Dupee would show up. It was agreed that the committee would take a coffee break. During the break Ms. Kostka telephoned Mr. Dupee's office and reported to Mr. Bolton and Mr. Bergeron that Mr. Dupee was not even in the office that day.

Mr. Bergeron reconvened the meeting and explained that Mr. Dupee was not in the office and would probably not be arriving to make his presentation. He asked if anyone had anything to offer on the two subjects Mr. Dupee was to address. He asked if anyone had input on the Vital Records Improvement Committee budget. The only information he had heard was that "it was a mess." Mr. Andrew reported that the negotiations were changing daily based on discussions with the legislature and would be better addressed by Mr. Dupee. Mr. Bergeron agreed.

Mr. Bergeron then asked if there was any new information on SB 128. He was under the impression it was expected to pass. Mr. Bergeron asked if anyone had information on the amendments that had been made to the bill. Mr. Bolton replied that he could provide information on the amendments made. The amendment provided DHHS with a direct and tangible interest in obtaining vital records. The Secretary of State's office would provide DHHS with a live data feed for their use in research and surveillance. The Secretary of State would be the data owners and be charged with developing rules for collecting and amending data collection.

An Institutional Review Board (IRB) would be established to look at any processes that would release identifiers, both internally and externally to the Department of Health & Human Services as well as other departments. Mr. Bolton explained that there would be six members to that board. Three board members would be selected by DHHS and three by the Secretary of State. The board would be administratively attached to the department, which would allow autonomy. He added that the amendment was accepted and passed by the Executive Department of Administration (ED&A). It was to be heard by the full senate that very day. If it passes there it would go to Senate Finance and then to the house.

Mr. O'Neal stated that in OIS the consensus was that this legislation would be going through. They have had two meeting with the Secretary of State and would be providing

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space in the Nash building for them. He had no further details other than OIS planned to host VRV2000 for the foreseeable future. They are not planning on moving people, but are planning for this to take effect in July. Mr. Wurtz asked Mr. O'Neal where this move fit in with the new Office of Information Technology Director, Mr. Anderson. Mr. O'Neal replied this would be a truly good example of how an application can be centralized over multiple departments. They have no details of the centralization plan yet, but that is the proposal on the table. In DHHS, he felt there was already a good footing in centralization. There are standard architectures, platforms, and procedures. They have a varied staff that can be interchanged now. He was unsure about how funding would be handled across agencies because in the past it has been an issue with different agencies. If funding were not an issue it might even be easier to get things done.

Mr. Bergeron adjourned the meeting.