

Meeting Minutes

Thursday, August 27, 2009
36 Anthony Avenue, Augusta

The meeting was called to order at 1:07 pm by Herb Thomson.

In Attendance:

Dean Forker
Abbe Jacoben
Richard Trahey
Herb Thomson
Chris Pinkham
Anne Davis
Cindy Butts
John Martins
Matt Dunlap
Dan Gwadosky (by phone)
Doug Birgfield (non-voting member)
Kelly Hokkanen (non-voting member)

Others Present:

Britton Child, InforME
Kimberly Duplisea, InforME
Lesley McCaw, InforME
Todd Tolhurst, InforME
Dan Andrews, InforME
Joe Grace, InforME
Lisa Leahy, OIT
Paul Sandlin, OIT

- I. Adoption of Meeting Minutes
 - a. June 25, 2009 Meeting Minutes

Action:

Motion: There was a motion by Chris Pinkham to accept the meeting minutes for the June 25, 2009 Board Meeting as presented.

Second: Richard Trahey seconded the motion.

Vote: Unanimous

b. July 23, 2009 Meeting Minutes

Action:

Motion: There was a motion by Chris Pinkham to accept the meeting minutes for the July 23, 2009 Board Meeting as presented.

Second: Richard Trahey seconded the motion.

Vote: Unanimous

II. Prioritizations & SLAs

a. Maine Revenue Services, Real Estate Transfer Tax Declaration Filing, Prioritization, Service Level Agreement and Schedule A

This proposed service will require InforME to build a web-based service that will provide a fast, convenient, paperless system for filing and processing of Real Estate Tax Transfer Declarations (RETTD). The system will allow online origination filing by public users, followed by workflow to registries, municipalities, and MRS for additional data and approvals. The online service will provide faster access to information for registries, municipalities, Maine Revenue Services and the public. The proposed launch is spring 2010.

Discussion:

This system is only for a filing system; a public search function will be discussed and taken to the Board in the future.

b. Town of Manchester, Municipal PayPort, Updated Schedule A

Corrections were needed to the fees associated with taxable items.

c. Town of Buxton, Municipal PayPort, Schedule A

d. Bureau of Corporations, Elections, and Commissions, Notary Renewal Agency Payments, Updated Schedule A

The updated Schedule A reflects changes made to the Notary Renewal application allowing State Agency Notary Publics to bypass credit card payment processing.

Action:

Motion: There was a motion by Matt Dunlap to accept all Prioritizations, Service Level Agreements and Schedule As as proposed.

Second: Chris Pinkham seconded the motion.

Vote: Unanimous

III. Live Streaming Media Proposal

As a result of the new contract, InforME must provide media services to the State. The pre-recorded media portion of the contract was accomplished earlier in the year resulting in the Maine.gov media gallery. The next piece is live streaming media. The proposed approach will be to undertake this service in two phases; the first phase will require InforME to develop a small-scale "proof of concept". This will allow InforME to assist the State in developing standards and policies for the service, and will solicit feedback from stakeholders during the planning and pilot phase.

The second phase will integrate live streaming media into the existing Maine.gov media gallery. A live media channel will be added with a schedule of events that is updateable by administrators. All live media will be streamed on a third-party server managed by InforME. In order to utilize media services available through InforME, agencies must sign a multimedia service level agreement. No fees have been set as of yet; however, rates will be based on a per-user, per-minute fee, for the length of the meeting, for transcribing the meeting, archiving, and for equipment use.

InforME will build into the system a technical ability for state agencies to be compliant with state accessibility policies.

Discussion

Will InforME be required to purchase new infrastructure? MIN would host this on a third party server as is the case with the other multimedia. If the demand is high, MIN can scale this as needed.

How will InforME handle large events versus small events? MIN will require that users schedule events at least two weeks in advance with estimates to the amount of viewership. If MIN anticipates that the bandwidth will be exceeded, MIN can schedule resources accordingly.

How will the process work? Agencies will rent a streaming-video-ready laptop from InforME, which will pick up the files from the camera, and encode those files properly to be streamed in real-time to Maine.gov. The agency will be required to provide or arrange for videography, audio, and internet connectivity services.

How will unpredictable events be billed? MIN will provide a feature that allows agencies to specify the cap of total fees they are able to pay for any one event. The video would not be available to any additional viewers after the cap is reached.

Could poorly produced agency meetings downgrade the professionalism of the portal? By taking a phased approach to live streaming video, InforME can address this.

Will interactivity be part of the streaming media services? Interactive streaming is out of the scope of the live streaming video services at this time.

IV. Discussion: Privacy of User Data and Discussion: State Credit Card Fees

Action:

There was a motion by Matt Dunlap to table the discussion of Privacy of User Data and State Credit Card Fees until the September Board Meeting.

Second: Cindy Butts seconded the motion.

Vote: Unanimous

V. Other Business

- User Needs Analysis Plan
- Strategic planning retreat and change to November and December meeting dates
- T&M Report

VI. Next Meeting Dates

- September 24, 2009
- October 22, 2009

Adjournment:

Action:

Motion: There was a motion by Matt Dunlap to adjourn.

Second: Anne Davis seconded the motion.

Vote: Unanimous

The meeting adjourned at 2:38 pm.