

**Meeting Date: May 24, 2018**

**Meeting Time: 1:00 PM - 3:00 PM**

**Meeting Location: Maine State Library, Studio Conference Room, Augusta, ME**

## **Attendees**

### **Board Members Present:**

Paul Sandlin (Chair)  
Matt Dunlap  
Richard Trahey  
Adam Fisher  
David Simsarian  
Chris Pinkham  
Anne Davis  
David Demers  
Julie Rabinowitz (Remote)  
Kelly Hokkanen (Remote)  
Dan Andrews (non-voting member)

### **Guests and State Agency Members:**

Eric Stout, OIT

### **InforME Staff:**

Kimberly Duplisea  
Todd Tolhurst  
Alex McKeown

**The meeting was called to order at 1:04 PM.**

#### **1. Welcome and Introductions**

#### **2. Adoption of March Minutes**

Motion: Chris Pinkham motioned to accept the March 2018 Meeting Minutes as presented.

Second: Matt Dunlap

Vote: Unanimous

#### **3. Service Level Agreements and Voting Items**

A. *New Service Approval:* Department of Inland Fisheries and Wildlife, Moose Permit Purchase Statement of Work, Schedule A and Prioritization

- Dan Andrews introduced the service. It complements the online moose permit lottery entry service. IF&W holds a moose permit drawing every June. The new online service will allow

winners of the permit to purchase their permit online including payment. Due to the timing of when this service needs to launch (early June), it has been built and following board approval it will enter the security queue for launch preparations.

- Matt Dunlap commented that the InforME/IF&W partnership has changed the way the public interacts with IF&W. The online services have made it easier and more cost-effective to administer these programs.

Motion: Matt Dunlap motioned to approve the Statement of Work, Schedule A and Prioritization.

Second: Anne Davis

Vote: Unanimous

#### **4. Other Business**

##### A. Google Chrome Security Updates

- Dan Andrews provided an overview of the Google Chrome security updates. An upcoming change is being made to the web browser Chrome. The change will go live in July and it will change the way that it displays if a site is secure or insecure. Dan introduced Todd Tolhurst to provide additional details about the change.
- Todd Tolhurst, InforME's Director of Development, let the board know that Google has been encouraging use of the secure web as a default. Maine.gov has been available through the secure encrypted protocol for years however most people access the sites using <http://www.maine.gov>. Google is going to start displaying sites a little differently starting in July. Currently, when you are on a secure connection using Chrome, it will display "secure" in the browser; after July, it will start alerting users when it is not a secure connection.
- For large sites, there are some references to content that is not secure even on the secure pages. Error messages can crop up that tell users that some of the content on the page is not secure. For large sites, like Maine.gov, we will deal with this en masse using code that instructs the browser to upgrade any insecure request to a secure request. This change is currently in testing on Maine.gov and will be rolled out to production before July.

##### B. CMS Demo

- Dan Andrews provided an overview of the Content Management Solution and introduced Alexandra McKeown, senior designer with InforME to provide a demo of the service. Alex let the board know how website maintenance is completed by the majority of state agencies at this time, which involves knowledge of HTML, style sheets, and Dreamweaver templates. The CMS is entirely web-based. Users no longer need to FTP page content to a Maine.gov server, they can update content by accessing an administrative site from a web browser.
- Page updates are made much easier with Drupal. Users are provided a WYSIWYG editor with visual buttons that allow users to add text, make text bold, add links, etc.; however, users can still edit in HTML-view if they so choose. The CMS also allows for revision history and the ability to unpublish pages. Drupal also has a search built into the platform. It automatically indexes the content on the website (this is helpful when new sites are launched

because other search engines have to actually crawl the site to get the new content and URLs).

- Board Chair Paul Sandlin asked if a novice can do updates. There is a learning curve, but it is very easy to get started with it. There is documentation that shows the basics of adding, revising, deleting and publishing/unpublishing pages. Behind the scenes, the CMS does the hard work for you. It creates independence for the agency.
- The level of effort to transition does require work for either InforME or the agency. All content needs to be manually entered into the new platform. It does make all future maintenance much easier however.
- Dan Andrews provided the history of the CMS efforts. Board Chair Paul Sandlin also provided some background that CMS solutions have always been too pricey to gain traction.
- Board Member Julie Rabinowitz asked how this integrates with What's New. The CMS does still use What's New and allows users to include the same line of code in order to make this work. If the content is generated out of What's New, the webmasters would still need to update the content in What's New.

#### C. First Quarter 2018 General Manager's Report

- Dan Andrews provided an overview of the General Manager's report. He provided general statistics for the portal including about 4.5 million visits to Maine.gov each month, 37,000 rapid renewal registration renewal transactions, and 1,600 boat registration renewal transactions.
- Dan also provided a data center update including that the static content is nearly all served out of the new data center and that we are making the final cutover preparations. For applications migration, the work that is required to allow us to access OIT backend databases is in progress. One machine has been racked and is up and running in the OIT data center. InforME development staff has been devoted to migration efforts yet are mindful of current commitments.
- Board member David Simsarian asked about performance for those application that have a VPN requirement. InforME staff have not been able to gauge performance yet as the VPN is not finalized, however, staff will be doing tests to verify that there is no degradation in performance.

### 5. **Adjournment 2:15 PM**

Motion: Matt Dunlap motioned to adjourn the meeting.

Second: Adam Fisher

Vote: Unanimous

### 6. **Next Board Meeting Dates**

- June 28, 2018: 1:00 PM to 3:00 PM, Maine State Library Conference Room