InforME Board Meeting

**Meeting Date:** April 25, 2024

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

**Meeting Location:** Virtual Meeting

**Attendees**

**Board Members Present**

Nick Marquis

Shenna Bellows

Adam Fisher

Anne Head

Jeremy Cluchey

Kathy Montejo

Michael Cyr

David Simsarian

Sam Foster, non-voting member

**State of Maine Staff**

Jason Tourtelotte

**InforME/NIC Staff**

Tony Brodie

Kim Duplisea

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

* 1. Welcome and Introductions
	2. Adoption of March 2024 Minutes

Motion: Shenna Bellows

Second: Anne Head

Vote: Unanimous

* 1. Voting Item: Portland Clean Elections Qualified Contributions SErvive Level Agreement (SLA) Amendment

Sam Foster provided an update that this project was brought to the board in March at which there was a request by the board to bring the language to the State AAG for approval as well. The AAG approved the language.

Motion: Anne Head

Second: Shenna Bellows

Vote: Unanimous

* 1. Voting Item: Maine Cemetery Preservation Commission, Free Service Request

Sam Foster provided an overview of the project. The Maine Cemetery Preservation Commission needs a web presence but has no funding to create that. They would like to have InforME provide resources to build this website at no cost.

One board member asked how InforME offsets the cost of free services. Those costs are absorbed by the portal.

Motion: Jeremy Cluchey

Second: David Simsarian

Vote: Unanimous

* 1. Voting Item: Maine Bureau of Motor Vehicles, Plate Reservation System, Schedule A and Statement of Work

Sam Foster provided an overview on the new service InforME is partnering on with the Secretary of State. The national standard is to replace license plates every 5 – 10 years, and Maine is doing that for the first time in 25 years. The online service will allow registrants to reserve their plate number using a standalone online service or through Rapid Renewal. The lifecycle of the project is two years; by that point, all plates should be replaced.

The funding mechanism being proposed to fund the service is to utilize the revenue share.

One board member asked how much this reservation will cost. Each plate reserved will have a $25 fee for reservation. It is a one-time cost. The new plates will begin being mailed in May 2025.

Motion: Anne Head

Second: David Simsarian

Vote: Unanimous

* 1. First Quarter General Manager’s Report

Sam Foster provided the highlights from the first quarter General Managers Report including that two new services were launched, both of which were developed in our low-code platform, Engagement Builder.

For technical highlights, we had a planned outage to complete a disaster recovery exercise. We also migrated a few services to the new data center including sex offender registry. There is a small list of services left, mostly with BMV services that are being redesigned now and will remove a large chunk once deployed.

Sam also provided a financial overview of the portal for the first quarter. The revenues were under quarter one 2023 due to some agency-requested service opening delays, specifically to the Moose Permit Lottery.

Sam also gave some highlights from around the country including talking about Tyler’s cannabis licensing success in other states which includes mobile inspections and reporting. He also provided an update on the Tyler appointment scheduling service.

* 1. Board Vacancies Update: Nick Marquis has found four potential appointees for several of the open seats. These are in progress to be pushed through the vetting process.
	2. Next Board Meeting Dates

May 23, 2024: 1:00 PM - 3:00 PM

The meeting was adjourned at 1:38.