

Modernize Maryland Oversight Commission Meeting

Monday, January 23, 2023 - 2:00 pm

Meeting Minutes

Draft

Meeting Attendees:

In Person: Acting (Appointed) Secretary Katie Savage, Chip Stewart, Melissa Leaman, Patrick Mulford, Michael Piercy, Subi Muniasamy, Manoj Srivastava, Ken Kurz, Senator Katie Hester, Rob Isenhardt

Virtual Attendees: Andrew Drummond, Stanley Lofton, Mark Cather, Ken Hlavacek, Karen Poplewski

Guests: Ashley Laymon, Chief Experience Officer, Joe Varacalle, Director, Enterprise Project Management Office

Recorder: Maria Fisher, Assistant to Secretary Katie Savage

The meeting began at 2:03 p.m. Mr. Patrick Mulford began by introducing Ms. Katie Savage as Acting (Appointed) Secretary of the Department of Information Technology followed by member introductions. After member introductions were made, Acting Secretary Savage provided a brief overview of her background. Mr. Chip Stewart provided some introductory remarks.

November 3, 2022 Draft Meeting Minutes

Mr. Mulford initiated a vote on the draft minutes from the Commission meeting held on November 3, 2022. The minutes were accepted and approved.

Commission Chairperson

Mr. Mulford opened a discussion on the nomination of a Commission Chairperson. Senator Hester shared that she feels a chairperson should be independent of state government, who has experience leading IT processes, possess mature leadership skills, who can lead tough discussions, and ask hard questions, make time commitments with a sense of urgency. Senator Hester moved to nominate Manoj Srivastava. There was a second motion by Mr. Chip Stewart and Commission members concurred.

Commission Charter

Mr. Mulford opened a discussion on voting on the draft Charter. Acting Secretary Savage wanted to know roles and responsibilities, and these were outlined accordingly. Patrick brought up charter and read the roles, responsibilities, and objectives. Mr. Mulford asked if there were any recommended changes to the draft Charter. Senator Hester says we should change charter to make recommendations related to the budget. Mr. Srivastava made two recommended changes:

1. Include subgroups and working groups to the Charter
2. Meet monthly and then reevaluate frequency

It was suggested that we table the Charter discussion to the next Commission meeting. Mr. Srivastava agreed as Chairman.

ACTION: Chairman Srivastava will discuss the draft Charter with Mr. Mulford prior to the next Commission meeting

Open Discussion

A discussion was initiated regarding KPI's.

ACTION: Mr. Mulford advised that KPI's are already written down and he will share these with the group.

Mr. Subi Muniyasamy inquired about the work that Ernest & Young (EY) performed. Ms. Melissa Leaman advised that EY is creating the framework and the report will be finalized by the next meeting (hopefully). Recommendation: When reviewing these documents, we should go into closed sessions.

Mr. Srivastava wants to know if we can get access to the assessment report. We need to figure out what the Department of Information Technology currently has, obtain KPI's and metrics and then determine where we want to go with this information.

ACTION: Get NTPs, KPI's in place by next meeting. Secretary Savage would like to see alignment. What do you see in scope for discovery? Mr. Srivastava says EY report and cyber assessment report and state's broadband network.

Senator Hester says she would like to see the MITDP report. Senator Hester can share reports she has from other states if we want the legislature to invest more money into this.

Mr. Rob Isenhardt would like to know how we define critical IT. Acting Secretary Savage agrees that we need to come up with a definition.

ACTION: Mr. Isenhardt to research if MEMA has a critical IT definition before we create a definition

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Major Information Technology Development Project Overview (MITDP)

Ms. Ashley Laymon, Chief Experience Officer, gave a high level presentation on the MITDP Assessment.

ACTION: Mr. Mulford will provide Ms. Laymon's MITDP slide deck to the group

The group decided it will meet four weeks from today's meeting.

Meeting Adjourned: 3:02 p.m.