Approved:_____4-04-03_____
                                                                          Date

MINITES OF THE JOINT COMMITTEE ON INFORMATION TECHNOLOGY.

The meeting was called to order by Chairperson Joe McLeland at 3:52 p.m. on April 2, 2003, in Room 531-N of the Capitol.

All members were present except Senators Schmidt and Steineger and Representative Morrison, all of whom were excused.

Committee staff present:
        Richard Hays, Legislative Chief Information Technology Officer
        Julian Efird, Kansas Legislative Research Department
        Melissa Calderwood, Kansas Legislative Research Department
        Gary Deeter, Committee Secretary

Conferees appearing before the Committee: None

Others attending:
        See Attached Guest List

Representative Dillmore made a motion, seconded by Representative Faber, to open discussion to approve a job description for the Legislative Chief Information Technology Officer (CITO). He then recommended replacing the words *should* and *must* with *shall* in Attachment 1. The Chairman also made modifications in paragraph one.

Senator Huelskamp expressed concern that some agencies were by-passing CITO and JCIT oversight by dividing projects so that the separate phases fall beneath the $250,000 threshold or by allowing scope creep. Discussion centered on ways to identify incipient projects before funding or Executive CITO approval were established. Staff noted that the statutory sequence allows the Executive CITO to examine and approve agency projects before JCIT oversight occurs. Senator Huelskamp recommended wording to promote more careful inspection of agency budgets in order to provide the JCIT with more extensive information before projects reach the approval stage.

The motion to approve a modified job description for the Legislative CITO passed. The description as approved follows:

POSITION DESCRIPTION

Legislative Branch
Chief Information Technology Officer CITO

The Chief Information Technology Officer (CITO) for the Legislative Branch of The Kansas State Government is outlined in K.S.A. 46-2102 and 75-7201 to 75-7211. By statute, the CITO serves as a staff member of the Joint Committee on Information Technology (JCIT) and represents the legislature on various IT committees, boards and councils at the discretion of the JCIT. The three CITOs (Executive,

MINUTES OF THE JOINT COMMITTEE ON INFORMATION TECHNOLOGY at on April 2, 2003 in Room 531-N of the Capitol.

Judicial, and Legislative) meet on a regular basis. The Legislative CITO shall E-mail a summary of past meetings along with a schedule of future meetings for the next two months to all JCIT members on the last working day of the month.

The duties of the CITO include reviewing and reporting to the JCIT on the status and value of all approved IT projects over $250,000. The JCIT shall be informed when a significant project overrun is detected and a detailed report shall be presented to the JCIT within 30 days.   The CITO shall be proactive in evaluating IT projects, identifying problems, monitoring the appropriations process, and providing the status on how such projects are progressing. He shall be alert to incipient projects before they reach the approval stage. The CITO shall develop a 5-year IT plan for the legislative branch and update it annually. Also, the CITO shall update the JCIT annually on legislative IT projects prior to December 15 of each year. The JCIT chairman or vice chairman may provide the CITO with additional project assignments and expectations. The CITO may oversee special projects as directed by the JCIT.

Further discussion developed around project funding issues; members sought effective ways for communication between the legislative budget committees and the JCIT in order to provide seamless oversight for agency IT projects. Senator Huelskamp successfully requested a budget proviso that no money be spent on IT projects until approved by the Executive CITO and that all information provided to the Executive CITO also be provided to the JCIT.

The meeting was adjourned at 4:30 p.m.