

## **BOARD MEETING MINUTES**

### **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

October 15, 2020

The Mississippi Department of Information Technology Services Board met via livestream, on Thursday, October 15, 2020, at 11:00 a.m. for the regularly scheduled monthly meeting.

#### Members Present:

June Songy, Chair

Alan Lange, Vice-Chair

Mark E. Henderson

J. Keith Van Camp

Thomas A. Wicker

#### Legislative Advisor Present:

Chairman Sampson Jackson, Mississippi Senate

#### Staff Members Present:

Michele Blocker, ITS Interim Executive Director

Jay White, Chief Information Security Officer

David Johnson, Procurement Services Director

Laura Pentecost, Data Services Director

Brian Norwood, Telecom Services Director

Holly Savorgnan, Internal Services Director

Steve Patterson, Digital Services Director

Debra Brown, Communications Services Director

Leah Kathryn Anzenberger, Special Assistant Attorney General

Michelle Smith, Procurement Process Specialist  
Tangela Harrion, Procurement Team Leader  
Paula Conn, Technology Consultant  
Jill Chastant, Technology Consultant  
Alec Shedd, Technology Consultant  
Khelli Reed, Technology Consultant  
Justin Faucette, Technology Consultant  
Wesley Wright, Technology Consultant  
Jay Woodruff, Technology Consultant  
Kimberly Parker, Technology Consultant  
Evan Thiemann, Technology Consultant  
Tina O'Neal, Technology Consultant  
Bill Brinkley, Technology Consultant  
Jeanette Crawford, ISS Process Specialist  
Renée Murray, E-Government Program Lead  
Lynn Templeton, Business Relationship Manager  
Bruce Lightsey, Database Manager  
Betsy Ward, Security Operations Analyst  
Kevin Gray, IT Planning Coordinator  
Katie White, Web and Publications Specialist  
Suzanne Biggers, Billing Specialist  
Emily-Grace Cole, Human Resources Specialist  
Lesley Swilley, Administrative Specialist

**Others Present:**

Mark Allen, Department of Human Services

Natalie McSwain, Department of Human Services  
Michael Herndon, Department of Human Services  
Jackie Surrell, Department of Human Services  
J.D. Hardy, Mississippi State University  
Jonathan Barlow, Mississippi State University  
Corey Hancock, Mississippi State University  
Steve Parrott, Mississippi State University  
Ellen Swoger, University Medical Center  
Rick McFee, University Medical Center  
Blakeney Wells, University Medical Center  
Joe Velasquez, University Medical Center  
Audrey McAfee, Department of Corrections  
Christy Guthertz, Department of Corrections  
Tina Ladner, Department of Corrections  
Vicki Helfrich, Wireless Communication Commission  
Karana Carroll, Wireless Communication Commission  
Lisa Vaughan, Department of Environmental Quality  
David Sliman, University of Southern Mississippi  
Kris Gautier, AT&T  
Terrell Knight, C Spire  
Bertram Jenkins, Logista  
Dale Smith, Tata Consultancy Services  
Karen Newman, The Clay Firm  
Jordan Starnes, The Consulting Group  
Tim Walker, Treinen

Mrs. June Songy called the meeting to order and asked guests to send an email with name and the entity they represent to [meetingminutes@its.ms.gov](mailto:meetingminutes@its.ms.gov).

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Agenda Item No. 1: Mrs. June Songy directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on September 17, 2020.

On motion by Mr. Tom Wicker and second by Mr. Mark Henderson that the minutes of the meeting on September 17, 2020 be approved as written:

Motion carried; unanimously.

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Agenda Item No. 2: Mrs. June Songy directed the Board's attention to the second agenda item, approval of the minutes from the special called ITS Board Meeting on October 7, 2020.

On motion by Mr. Keith VanCamp and second by Mr. Tom Wicker that the minutes of the meeting on October 7, 2020 be approved as written:

Motion carried; unanimously.

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Agenda Item No. 3: Mrs. June Songy directed the Board's attention to the third agenda item, approval of the minutes from the special called ITS Board Meeting on October 8, 2020.

On motion by Mr. Keith VanCamp and second by Mr. Mark Henderson that the minutes of the meeting on October 8, 2020 be approved as written:

Motion carried; unanimously.

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Agenda Item No. 4: Khelli Reed, Natalie McSwain, Deputy Director of Program Operations/Sr. Attorney, James Herndon, Interstate Data Exchange Consortium (IDEC) Director, and Mark Allen, Chief Information Officer (CIO), presented an overview and request to issue RFP No. 4343-45877 for the acquisition of Parent Locate and Financial Institutions Data Match (FIDM) services for the **MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS)**. The staffs of ITS and MDHS

jointly requested approval to advertise and publish RFP No. 4343-45877 for the acquisition of Parent Locate and Financial Institutions Data Match (FIDM) services.

On motion by Mr. Mark Henderson and second by Mr. Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 5: Jay Woodruff and J.D. Hardy, Associate Director for Engineering Services, will present Project No. 46046, requested approval of an exemption for **MISSISSIPPI STATE UNIVERSITY (MSU)** to request proposals for a vendor to network, maintain, and operate their existing public safety radio system. The staffs of ITS and MSU jointly recommended approval of the exemption request at a total estimated 10-year lifecycle cost of \$1,300,000.00. MSU will solicit proposals in accordance with all statutory requirements for such acquisitions.

On motion by Mr. Mark Henderson and second by Mr. Keith Van Camp that the staff recommendation be tabled to allow time for MSU to talk to the Wireless Communication Commission regarding the possibility of utilizing MSWIN for these needs:

Motion carried; unanimously.

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Agenda Item No. 6: Wesley Wright and Corey Hancock, Associate Director for Admin Operations, Planning and Policy, and Dr. Jonathan Barlow, Associate Director, Software Design & Development will present Project No. 46041, requested approval of an exemption for **MISSISSIPPI STATE UNIVERSITY (MSU)** to request proposals for the acquisition of software development services. The staffs of ITS and MSU jointly recommended approval of the exemption request at a total estimated 5-year lifecycle cost of \$12,500,000.00. MSU will solicit proposals in accordance with all statutory requirements for such acquisitions.

On motion by Mr. Tom Wicker and second by Mr. Mark Henderson that the staff recommendation for approval of an exemption be denied; and that the procurement be delegated to the staff of

MSU to issue and evaluate an RFP while reserving final approval of the award to the ITS Board before a contract is executed:

Motion carried; unanimously.

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Agenda Item No. 7: Justin Faucette and Ellen Swoger, Chief Information Officer of Applications, presented the recommendation for Project No. 46085, for a continuation of and increase to the Agreement with Healthstream, Inc. for the addition of cardiopulmonary resuscitation licenses, training, and the extension of the HealthStream Learning Management System for the **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)**. The staffs of ITS and UMMC jointly recommended approval of continuation of and increase to the Agreement with HealthStream, Inc. through December 31, 2023, in an amount not to exceed \$497,320.36 for the addition of cardiopulmonary resuscitation licenses, training, and the extension of the HealthStream Learning Management System. With this increase, the revised total not-to-exceed lifecycle cost of this project is \$1,389,686.36.

On motion by Mr. Keith Van Camp and second by Mr. Mark Henderson that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 8: Kimberly Parker and Ellen Swoger, Chief Information Officer of Applications, Rick McFee, Chief of Supply Chain Management, and Joe Velasquez, Administrative Director of Hospital Supply Chain, presented the recommendation for Project No. 4339-45991, requesting approval for the sole-source acquisition of PAR Excellence System hardware, software, support, and installation from PAR Excellence Systems, Inc. for the **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)**. The staffs of ITS and UMMC jointly recommend PAR Excellence Systems, Inc. as the sole-source provider of PAR Excellence System hardware, software, support and installation through November 30, 2023, at a total cost of \$1,388,059.59.

On motion by Mr. Keith Van Camp and second by Mr. Mark Henderson that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 9: Jay Woodruff, Audrey McAfee, Deputy Administrator and Christy Gutherz, Deputy Commissioner of Corrections, presented the recommendation for Project No. 46001, for the continuation of and increase to the Agreement with Sentinel Offender Services, LLC for electronic monitoring equipment and services for the **MISSISSIPPI DEPARTMENT OF CORRECTIONS (MDOC)**. The staffs of ITS and MDOC jointly recommended the continuation of and increase to the Agreement with Sentinel Offender Services, LLC through December 31, 2021, in an amount is not to exceed \$1,728,830.00.

On motion by Mr. Mark Henderson and second by Mr. Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 10: Alec Shedd and Vicki Helfrich, Executive Officer, presented the recommendation for Project No. 46135-3429 for the increase to the Agreement with Motorola Solutions, Inc. for additional Mississippi Wireless Information Network (MSWIN) equipment for the **WIRELESS COMMUNICATION COMMISSION (WCC)**. The staffs of ITS and WCC jointly recommend approval of the increase to the Agreement with Motorola Solutions, Inc. through June 30, 2021, in an amount not to exceed \$3,003,000.00 for additional MSWIN equipment. With this increase, the revised total lifecycle cost of this project is \$240,090,365.26.

On motion by Mr. Keith Van Camp and second by Mr. Mark Henderson that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 11: Brian Norwood, Telecom Services Director, provided an update on RFP No. 5000 Category I: Voice and Data Network migration to C Spire.

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Agenda Item No. 12: Holly Savorgnan, Internal Services Director, presented the recommendation for Approval of State Retiree hired under Contract exceeding \$20,000.00 for Fiscal Year 2021 for the **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)** in compliance with Miss. Code Ann. § 27-104-17 (3). The staff of ITS recommended approval of State Retiree Steven Walker hired under Contract exceeding \$20,000.00 for Fiscal Year 2021 for the Mississippi Department of Information Technology Services (ITS) for a total not-to-exceed amount of \$52,000.00.

On motion by Mr. Mark Henderson and second by Mr. Alan Lange that the staff recommendation be approved:

Motion carried; unanimously.

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The Board acknowledged Agenda Item No. 13 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Interim Executive Director.

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The Board discussed verification of quorum for next ITS Board Meeting scheduled for Thursday, November 19, 2020.

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On motion by Mr. Keith VanCamp and second by Mr. Mark Henderson that the ITS Board convene in closed session to consider the need for executive session:

Motion carried; unanimously.

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The Mississippi Department of Information Technology Services Board convened in closed



session.

Members Present:

June Songy, Chairman

Alan Lange, Vice-Chairman

Mark E. Henderson

J. Keith Van Camp

Thomas A. Wicker

Legislative Advisor Present:

Chairman Sampson Jackson, Mississippi Senate

Staff Members Present:

Michele Blocker, ITS Interim Executive Director

Holly Savorgnan, Internal Services Director

Leah Kathryn Anzenberger, Special Assistant Attorney General

Emily-Grace Cole, Human Resources Specialist

Lesley Swilley, Administrative Specialist

During the closed session, the Board discussed the need to go into executive session. On motion by Mr. Alan Lange and second by Mr. Tom Wicker that the ITS Board convene in executive session for transaction of business and discussion of personnel matters in accordance with Mississippi Code Annotated Section 25-41-7(4)(a) and/or (k) related to discussion and/or appointment/employment of a candidate for the ITS Executive Director:

Motion carried; unanimously.

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The Mississippi Department of Information Technology Services Board reconvened in open session with all present as earlier open session. Mrs. June Songy announced that during closed

session, the ITS Board discussed the need to go into executive session for the following reason(s): transaction of business and discussion of personnel matters in accordance with Mississippi Code Annotated Section 25-41-7(4)(a) and/or (k) related to discussion and/or appointment/employment of a candidate for the ITS Executive Director position.

The Mississippi Department of Information Technology Services Board convened in executive session with same present as in earlier closed session for the above stated reason(s).

During the executive session, the Board discussed transaction of business and discussion of personnel matters in accordance with Mississippi Code Annotated Section 25-41-7(4)(a) and/or (k) related to discussion and/or appointment/employment of a candidate for the ITS Executive Director position.

On motion by Mr. Alan Lange and second by Mr. Tom Wicker that the ITS Board come out of executive session and reconvene in open session:

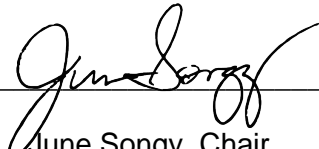
Motion carried; unanimously

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The Mississippi Department of Information Technology Services Board reconvened in open session with all present as earlier open sessions. Mrs. June Songy reported there were no actions taken during the Executive Session.

There being no further business, on motion by Mr. Tom Wicker and second by Mr. Mark Henderson that the ITS Board adjourn:

Motion carried; unanimously and adjournment was made by Mrs. June Songy.

  
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June Songy, Chair

  
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Alan Lange, Vice-Chair