

BOARD MEETING MINUTES
MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

July 21, 2022

The Mississippi Department of Information Technology Services Board met via livestream, on Thursday, July 21, 2022, at 11:00 a.m. for the regularly scheduled July monthly meeting.

Members Present:

Bill Cook, Chair
Mark Henderson, Vice-Chair
Keith Van Camp
Thomas A. Wicker
Christa Alexander

Legislative Advisors Not Present:

Chairman Scott DeLano, Technology Committee, MS State Senate
Representative Kent McCarty, MS House of Representatives

Bill Cook called the meeting to order and asked guests to send an email with their name and the entity they represent to meetingminutes@its.ms.gov.

Agenda Item No. 1: Bill Cook directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on June 16, 2022.

On motion by Keith Van Camp and second by Tom Wicker that the minutes of the meeting on June 16, 2022, be approved as written:

Motion carried; unanimously.

Agenda Item No. 2: Renée Murray, Michael McRae, Director of Information Technology, and Jason Thompson, Deputy Director of Administrative Services, presented an overview and request to issue RFP No. 4464-42680 for the acquisition of a next generation Recreational Licensing and Point of Sale (POS) Application for the **MISSISSIPPI DEPARTMENT OF WILDLIFE, FISHERIES, AND PARKS (MDWFP)**. The staffs of ITS and MDWFP jointly requested approval to advertise and publish RFP No. 4464-42680 for the acquisition of a next-generation Recreational Licensing and POS system for the MDWFP.

On motion by Tom Wicker and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 3: Courtney Harper, Mark Allen, Chief Information Officer, and Thomas Hederman, Project Manager, presented the recommendation for Project No. 47246, submitted under the ITS Planned Purchases Procedure for Fiscal Year 2023 by **MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS)**. The staffs of ITS and MDHS jointly recommended approval of the planned purchase request to purchase a Microsoft Enterprise Agreement using the Microsoft EPL No. 3736 from Dell Marketing, L.P., at a cost not to exceed \$3,357,863.41 during Fiscal Year 2023.

On motion by Keith Van Camp and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 4: Michelle Smith, Mark Allen, Chief Information Officer, and Johnny Waldrop, Project Management Office Director, presented an overview and request to issue RFP No. 4488-47212 for the acquisition of a Client Eligibility and Case Management System for the

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS). The staffs of ITS and MDHS jointly requested approval to advertise and publish RFP No. 4488-47212 for the acquisition of a Client Eligibility and Case Management System for the MDHS.

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

Motion carried; unanimously.

Agenda Item No. 5: Alec Shedd, Dr. Dorthy Young, Chief Health Data, Operations, and Research Officer, and Stephanie Hedgepeth, Director of OHIT Support presented the recommendation for Project No. 47222-4347, for the continuation of and increase to the Agreement with Dell Marketing, L.P. for Microsoft Unified Support Services for **MISSISSIPPI STATE DEPARTMENT OF HEALTH (MSDH)**. The staffs of ITS and MSDH jointly recommended approval of the continuation of and increase to the Agreement with Dell Marketing, L.P. for one year in an amount not to exceed \$457,671.00. With this continuation, the revised total not-to-exceed lifecycle cost of this project is \$957,620.00.

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

Motion carried; unanimously.

Agenda Item No. 6: Nita Caylor presented the ITS 5-Year Strategic Plan for Fiscal Years 2024 through 2028 for the **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)**. The staff of ITS requested approval to submit the plan to the Mississippi Legislative Budget Office.

On motion by Tom Wicker and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 7: Holly Savorgnan presented the ITS Budget Request for Fiscal Year 2024 for the **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)**. The staff of ITS requested approval to submit the Budget Requests to the Mississippi Department of Finance and Administration, Office of Budget and Fund Management.

On motion by Tom Wicker and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 8: Leah Kathryn Anzenberger presented the proposed revisions to the ITS Procurement Handbook. The staff of ITS requested approval to begin the Administrative Procedures Act process to revise Miss. Admin. Code 36-2: Information Systems Services Handbook (ITS Procurement Handbook), specifically, the revisions requested today as applicable to Rules 201-213.

On motion by Christa Alexander and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

The Board acknowledged Agenda Item No. 9 regarding the ITS Information Confidentiality Officer Report.

The Board acknowledged Agenda Item No. 10 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

The Board discussed verification of quorum for next ITS Board Meeting scheduled for Thursday, August 18, 2022.

There being no further business, the meeting was adjourned by Bill Cook.

Bill Cook

Bill Cook, Chair

Mark Henderson
Mark R. Henderson (Henderson Co., 2002-2011) (CET)

Mark Henderson, Vice-Chair