

**DEPARTMENT OF INFORMATION RESOURCES
OPEN BOARD MEETING**

Thursday, August 20, 2020, 10:00 a.m.

Online Video Conference | <https://texasdir.webex.com/texasdir/onstage/g.php?MTID=eb7f75c07b33e203da45ff740b60555df>

MINUTES

- PRESENT** Ben Gatzke (Board Chair)
Christian Alvarado
Mike Bell
Stuart Bernstein
Stacey Napier
Jeffrey Tayon
Kara Thompson
Nancy Clark, *ex-officio*
Ricardo Blanco, *ex-officio*
- ACTION** *Mr. Gatzke called the meeting to order at 10:03 a.m., with a quorum present.*
- TOPIC** **2. Chair’s Remarks**
- DISCUSSION** *Mr. Gatzke provided information regarding the virtual meeting operations.*
- MOTION** A motion was made to approve the board meeting minutes of May 7, 2020 and July 9, 2020 by *Mr. Bell* and *seconded by Ms. Thompson*.
- ACTION** The motion was unanimously approved.
- TOPIC** **3. Executive Director’s Report on Agency Performance**
- DISCUSSION** Amanda Crawford, DIR’s Executive Director, provided an overview update on the performance of the Agency. Ms. Crawford introduced the newest members to the DIR staff.
- TOPIC** **4. Finance Update**
- DISCUSSION** Mr. Nick Villalpando, Chief Financial Officer, presented the Fiscal Year 2021 Proposed Operating Budget and Proposed Administrative Fees, and the consideration of approval for Fiscal Year 2021 Operating Budget and Administrative Fees. Mr. Villalpando answered questions from board members and recommended a motion to approve the Fiscal Year 2021 Annual Operating Budget and Administrative Fees.
- MOTION** A motion was made to approve the Department of Information Resources Fiscal Year 2021 Annual Operating Budget and Administrative Fees by *Mr. Tayon* and *Mr. Alvarado* seconded the motion.

- ACTION** There being no further discussion, the motion was unanimously approved.
- TOPIC** **5. Internal Audit Update**
- DISCUSSION** Ms. Paige Buechley, Chief Audit Executive, provided information on and presented two recommended motions to the board; the approval of Audit Cooperative Contracts Late Fees Report and approval of DIR Annual Audit Plan for Fiscal Year 2021. Ms. Buechley and Mr. Hershel Becker answered questions from board members.
- MOTION** A motion was made to approve the Audit of Cooperative Contracts Late Fees by *Mr. Bell* and *Mr. Bernstein* seconded the motion.
- ACTION** There being no further discussion, the motion was unanimously approved.
- MOTION** A motion was made to approve the DIR Annual Audit Plan for Fiscal Year 2021 by *Mr. Alvarado* and *Mr. Bell* seconded the motion.
- ACTION** There being no further discussion, the motion was unanimously approved.
- TOPIC** **6. Chief Procurement Office Update**
- DISCUSSION** Ms. Colleen Berkley, Director of Procurement Services, presented the motion to approve the DIR procurement plan for Fiscal Year 2021.
- MOTION** A motion was made to approve the Fiscal Year 2021 Procurement Plan including procurements for DIR, Cooperative Contracts, and Shared Technology Services by *Mr. Bell* and *Mr. Alvarado* seconded the motion.
- ACTION** There being no further discussion, the motion was unanimously approved.
- DISCUSSION** Mr. Hershel Becker, Chief Procurement Officer, provided an update on Cooperative Contracts for Fiscal Year 20 Quarter 3, the HUB report, and outreach efforts. Mr. Becker answered questions from board members.
- TOPIC** **7. General Counsel Update**
- DISCUSSION** Ms. Christi Brisky, Assistant General Counsel, presented on and recommended a motion to adopt two proposed rule amendments, 1 TAC 204 – Interagency Contracts for Information Resources Technologies and 1 TAC 216 – Project Management Practices.
- MOTION** A motion was made to adopt the proposed rule repeal and authorize publication of the notice of repeal for 1 TAC Chapter 204 in the *Texas Register* by *Ms. Thompson* and *Mr. Bernstein* seconded the motion.
- ACTION** There being no further discussion, the motion was unanimously approved.
- MOTION** A motion was made to adopt the proposed rule amendment and authorize publication of the notice of adoption for 1 TAC Chapter 216 in the *Texas Register* by *Mr. Bell* and *Mr. Bernstein* seconded the motion.

- ACTION** There being no further discussion, the motion was unanimously approved.
- TOPIC** **8. Chief Technology Office Update**
- DISCUSSION** Mr. John Hoffman, Chief Technology Officer, covered the process in which DIR is helping customers with cost optimization and the ongoing COVID-19 support efforts to Texas Health and Human Services and the Department of State Health Services.
- TOPIC** **9. Chief Data Office Update**
- DISCUSSION** Mr. Ed Kelly, Chief Data Officer, covered the Texas Data Management Program highlights, ongoing DIR COVID-19 support efforts, DIR production support project history, and the Open Data Portal.
- TOPIC** **10. Chief Information Security Office Update**
- DISCUSSION** Ms. Nancy Rainosek, Chief Information Security Officer, presented an overview on the Texas Information Sharing and Analysis Organization, Certified Cybersecurity Awareness Training Program, Statewide Information Security Program Penetration Tests and Agency Participation, and Election Security Assessments.
- TOPIC** **11. Chief Operations Office Update**
- DISCUSSION** Mr. Dale Richardson, Chief Operations Officer, covered operational performance for the Shared Technology Services Program, Texas.gov, Next-Gen Transition High-Level Schedule, Communications Technology Services Program, and the Capitol Complex Telephone System.
- TOPIC** **12. Program Development Office Update**
- DISCUSSION** Ms. Endi Silva, Director of Program Development, provided an update on the one year anniversary of the Program Development Office; including a break down on the number of design requests and publications, social media highlights, outreach updates and discussion, and the DIR website redesign.
- TOPIC** **13. Public Testimony**
- No public testimony
- MOTION** A motion was made to adjourn the meeting by *Ms. Thompson* and *Mr. Alvarado* seconded the motion.
- ACTION** The meeting adjourned at 11:43 a.m.

Approved by the Board Chair:

Ben Gatzke, Chair

Date