**BOARD MEETING MINUTES**

**MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

June 20, 2024

The Mississippi Department of Information Technology Services Board met in the Board Room of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211, and via livestream, on Thursday, June 20, 2024, at 9:00 a.m. for the regularly scheduled June monthly meeting.

Members Present:

      Mark Henderson, Chair

      Thomas A. Wicker, Vice-Chair

      Keith Van Camp

      Bill Cook

Member Not Present:

      Christa Alexander

Legislative Advisor Present:

      Senator Bart Williams, Technology Committee, MS State Senate

Legislative Advisor Not Present:

      Representative Jill Ford, MS House of Representatives

Staff Members Present:

      David Johnson, Executive Director

      Stephanie Hedgepeth, Chief Administrative Officer

      Jay White, Chief Information Security Officer

      Brian Norwood, Chief Operations Officer

Lisa Kuyrkendall, Telecommunication Services Director

Steve Patterson, Data Services Director

Hailey Tucker, Human Resources Director

Rebecca Henley, Procurement Services Director

Holly Savorgnan, Internal Services Director

Tabatha Baum, General Counsel

Michelle Walker, Procurement Process Specialist

Renee Murray, E-Government Program Lead

Alec Shedd, Technology Consultant

Robert Martinez, Technology Consultant

Roshunda Mitchell, Technology Consultant

Christopher Gooday, Technology Consultant

Debbie Parker, Technology Consultant

Jasmine Grice, Technology Consultant

LaTonya Kirkland, Technology Consultant

Nita Caylor, Accounting Manager

Kevin Gray, IT Planning Coordinator

Pam Sinclair, Project Manager

Lori Adams, Accounting Specialist

Suzanne Biggers, Billing Specialist

Betsy Ward, Security Operations Manager

Leslie Swilley, Administrative Specialist

Others Present:

Mark Allen, Mississippi Department of Human Services

Maureen McDonald, Mississippi Department of Human Services

Jackie Surrell, Mississippi Department of Human Services

Twyla Jennings, Mississippi Department of Human Services

David J. Sliman, University of Southern Mississippi

Michael Watson, Mississippi Secretary of State

Daniel Jordan, Mississippi Secretary of State

Kyle Kirkpatrick, Mississippi Secretary of State

Libby Cajoleas, Mississippi Secretary of State

Charlie Case, Mississippi Secretary of State

Stephanie Sumlin, University of Mississippi Medical Center

Oleysa Lowery, University of Mississippi Medical Center

Tracy Etier, University of Mississippi Medical Center

Al Faulk, University of Mississippi Medical Center

Grant Banks, University of Mississippi Medical Center

Dorthy Young, Mississippi State Department of Health

Melissa Parker, Mississippi State Department of Health

Brian Ferguson, Mississippi Department of Wildlife, Fisheries, and Parks

Michael McRae, Mississippi Department of Wildlife, Fisheries, and Parks

Keith Harkin, Mississippi Department of Wildlife, Fisheries, and Parks

Jerrika Jackson, Mississippi Department of Education

Mary Tucker, BCI

JJ Dunn, NTT Data Services

Leslie Leakey, Vertafore

Rob McClure, AT&T

Bethany Stanfill, BSS Global

Jordan Nohra, Cisco

Chris Salmon, Amazon

Tina Wells, Tyler Mississippi

David Campbell, Tyler Mississippi

***************************

Mark Henderson 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:    Mark Henderson directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on May 16, 2024.

On motion by Tom Wicker and second by Keith Van Camp that the minutes of the meeting on May 16, 2024, be approved as written:

Motion carried; unanimously.

***************************

Agenda Item No. 2:    Roshunda Mitchell, Michael Watson, Secretary of State, Daniel Jordan, Chief Information Officer, Kyle Kirkpatrick, Assistant Secretary of State, and Libby Cajoleas, Project Manager, presented the overview and request to issue RFP No. 4585-47843 for the acquisition of a Business Operations and Filing System for the **MISSISSIPPI SECRETARY OF STATE (MSOS)**. The staffs of ITS and MSOS jointly requested approval to advertise and publish RFP No. 4585-47843, to provide a Business Operations and Filing System for MSOS.

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

Motion carried; unanimously.

***************************

Agenda Item No. 3:     Roshunda Mitchell, Michael Watson, Secretary of State, Daniel Jordan, Chief Information Officer, Kyle Kirkpatrick, Assistant Secretary of State, and Charlie Case, Project Manager, presented the overview and request to issue RFP No. 4586 - 47844 for the acquisition of a Campaign Finance & Lobbyist Registration Filing System for **the MISSISSIPPI SECRETARY OF STATE (MSOS)**.  The staffs of ITS and MSOS jointly requested approval to advertise and publish RFP No. 4586-47844, to provide a Campaign Finance & Lobbyist Registration Filing System for MSOS.

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

Motion carried; unanimously.

************************

Agenda Item No. 4:     Christopher Gooday, Stephanie Sumlin, Director of Interventional Endoscopy, and Oleysa Lowery, Business Intelligence Analyst, presented Project No. 48250, requesting approval for an increase to the initial exemption request for Provation Medical Software renewal for **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)**. The staff of UMMC recommended approval of this $216,113.49 increase to the original exemption request, for a revised not-to-exceed total estimated 10-year lifecycle cost of $1,167,691.16.

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

Motion carried; unanimously.

************************

Agenda Item No. 5:     Debbie Parker and Tracy Etier, Enterprise Solutions Architect, presented the recommendation for Project No. 48245-3847, for the continuation of and increase to the Supplement to the Master Services Agreement for a co-location data center solution for the

**UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)**. The staffs of ITS and UMMC jointly recommended approval of the continuation of and increase to the Supplement to the Master Services Agreement with CSpire Governmental Solutions LLC, through July 6, 2026, in an amount not to exceed $665,937.60. With this continuation, the revised total not-to-exceed lifecycle cost of this project is $3,615,325.94.

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

Motion carried; unanimously.

<center>************************</center>

Agenda Item No. 6:    LaTonya Kirkland, Dorthy Young, Chief Health Data, Operations, and Research Officer, and Melissa Parker, Assistant Senior Deputy, presented the recommendation for Project No. 48241 to utilize to award of RFP No. 3564-37577 for the acquisition of an Enterprise Permitting and Licensing platform for the **MISSISSIPPI STATE DEPARTMENT OF HEALTH (MSDH)**. The staffs of ITS and MSDH jointly recommended approval to reuse RFP No. 3564-37577 to select Mississippi Interactive LLC, dba NIC Mississippi and dba Tyler Mississippi, a wholly owned subsidiary of Tyler Technologies, Inc. to provide an Enterprise Permitting and Licensing platform, at a total estimated 3-year lifecycle cost of $3,525,046.00.

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

Motion carried; unanimously.

<center>************************</center>

Agenda Item No. 7:    Michelle Walker and Brian Ferguson, Chief of Staff State Parks, presented the recommendation for Project No. 48122 to utilize the award of RFP No. 210000002190, issued by Michigan Department of Technology, Management & Budget for the

acquisition of Reservation and Park Management Solutions for the **MISSISSIPPI DEPARTMENT OF WILDLIFE, FISHERIES, AND PARKS (MDWFP)**. The staffs of ITS and MDFWP jointly recommended the approval to utilize the award of RFP No. 210000002190, issued by the State of Michigan Department of Technology, Management & Budget to select Camus USA Inc. to provide Reservation and Park Management Solutions at a total five-year lifecycle cost of $2,403,324.21.

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

Motion carried; unanimously.

************************

Agenda Item No. 8:     Withdrawn.

************************

Agenda Item No. 9:     Roshunda Mitchell, Maureen McDonald, Deputy Executive Director, Human Capital and Technology, and Mark Allen, Chief Information Officer, presented the evaluation and recommendation of proposals received in response to RFP No. 4545-47563 for the acquisition of Independent Verification and Validation (IV&V) Services for Integrated Information technology (IT) Solution for the **MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS)**. The staffs of ITS and MDHS jointly recommended the selection of NTT DATA Americas, Inc. as lowest and best vendor responding to RFP No. 4545-47563, to provide Independent Verification and Validation (IV&V) Services for Integrated Information technology (IT) Solution, at a total 5-year life cycle cost of $1,867,276.03.

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

Motion carried; unanimously.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Agenda Item No. 10: Holly Savorgnan presented the recommendation for approval of State Retirees hired under Contract(s) exceeding $20,000.00 for Fiscal Year 2025 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 Retirees Melissa Booth, Michele Blocker, Ginger Breland, Caren Brister, Terri Heidelberg, Kim Marbury, Susan Meek, Tina O'Neal, Gary Rawson, and Steven Walker hired under Contract(s) exceeding $20,000.00 for Fiscal Year 2025 for ITS for a total not-to-exceed amount of $384,200.00.

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

Motion carried; unanimously.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The Board acknowledged Agenda Item No. 11 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Agenda Item No. 12: Mark Henderson directed the Board's attention to the need for nomination of a Chairman and Vice-Chairman to begin serving July 1, 2024.

On motion by Keith Van Camp and second by Bill Cook that Tom Wicker serve as Chairman of the ITS Board for one-year, effective July 1, 2024:

Motion carried; unanimously.

On motion by Keith Van Camp and second by Bill Cook that Christa Alexander serve as Vice-Chairman for one-year, effective July 1, 2024:

Motion carried; unanimously.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The Board discussed Agenda Item No. 13 regarding authorization of per diem, travel, and other expenses for ITS Board members through June 30, 2025. The staff of ITS recommended a motion to authorize per diem, travel and other expenses as required for ITS Board members to attend the scheduled monthly meetings of the ITS Board through June 30, 2025, along with other meetings as required in the performance of their duties.

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

Motion carried; unanimously.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The Board discussed verification of quorum for next ITS Board Meeting scheduled for Thursday, July 18, 2024.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

On motion by Tom Wicker and second by Keith Van Camp that the ITS Board convene in closed session to determine the need for an executive session to discuss personnel matters:

Motion carried; unanimously.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The Mississippi Department of Information Technology Services Board convened in closed session.

Members Present:

Mark Henderson, Chair

Thomas A. Wicker, Vice-Chair

Keith Van Camp

Bill Cook

Members not Present:

Christa Alexander

Legislative Advisor Present:

Senator Bart Williams, Technology Committee, MS State Senate

Legislative Advisor Not Present:

Representative Jill Ford, MS House of Representatives

Staff Members Present:

David Johnson, Executive Director

Jay White, Chief Security Information Officer

Hailey Tucker, Human Resources Director

Tabatha Baum, General Counsel

The ITS Board discussed the need to go into executive session to discuss personnel matters. On motion by Keith Van Camp and second by Thomas Wicker that the ITS Board convene in executive session to discuss personnel matters relating to transaction of business and discussions regarding employment of a person in a specific position, including the employment of an ITS Executive Director in accordance with Mississippi Code Annotated 25-41-7(4)(a) and/or (k) and to reconvene in open session to announce this decision.

***************************

The Mississippi Department of Information Technology Services Board reconvened in open session.

Tabatha Baum announced that during the closed session, the ITS Board made the decision to convene in executive session to discuss personnel matters relating to transaction of business and

discussions regarding employment of a person in a specific position, specifically the employment of an ITS Executive Director in accordance with Mississippi Code Annotated 25-41-7(4)(a) and/or (k).

<center>**************************</center>

The Mississippi Department of Information Technology Services Board reconvened in executive session for discussion of the above stated reason.

Members Present:

    Mark Henderson, Chair

    Thomas A. Wicker, Vice-Chair

    Keith Van Camp

    Bill Cook

Members not Present:

    Christa Alexander

Legislative Advisor Present:

    Senator Bart Williams, Technology Committee, MS State Senate

Legislative Advisor Not Present:

    Representative Jill Ford, MS House of Representatives

Staff Members Present:

    Hailey Tucker, Human Resources Director

    Michele Blocker, Human Resources Specialist

The ITS Board discussed personnel matters relating to transaction of business and discussions regarding employment of a person in a specific position, including the employment of an ITS

Executive Director in accordance with Mississippi Code Annotated 25-41-7(4)(a) and/or (k).

At 10:15 a.m., during Executive Session, Bill Cook left the meeting. Executive Session continued with a verified quorum in Executive Session.

On motion by Tom Wicker and second by Mark Henderson that the ITS Board reconvene in open session.

Motion carried; unanimously.

**************************

The Mississippi Department of Information Technology Services Board reconvened in open session with the same present as in executive session.

Tom Wicker announced that no actions were taken by the ITS Board during executive session.

Tom Wicker entertained a motion to adjourn. Keith Van Camp made the motion to adjourn. Mark Henderson reminded the Board that there was decision still outstanding needing to be made before adjournment.

Motion failed.

**************************

On a motion by Tom Wicker and second by Keith Van Camp that the ITS Board vest the decision in the ITS Board Chair regarding the search for the ITS Executive Director.

Motion carried; unanimously.

**************************

On a motion by Keith Van Camp and second by Tom Wicker, the ITS Board adjourn.

Motion carried; unanimously.

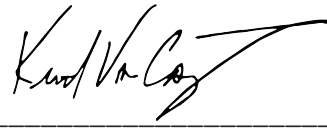There being no further business, the meeting was adjourned.

Tom Wicker, Chair

Mark Henderson (Jul 18, 2024 15:03 CDT)

**Mark Henderson**

Keith Van Camp