




Date: June 7, 2023

To: Members, Legislative Advisory Commission

From: Jim Schowalter, Secretary 

RE: Additional Information and Telecommunications Account Transfers

We are submitting for your review an additional proposed transfer to the Information and Telecommunications Account (ITA) at MNIT from the Professional Educator Licensing and Standards Board (PELSB), pursuant to Minnesota Statutes 16E.21, subd. 3.

While this project was not included in the first FY 2023 ITA Transfer submission on June 1, 2023, it has been subject to the same review by MNIT and MMB described below. There is sufficient time for the LAC to review the transfer request, as the unspent resources available in the proposed source of funding for the project are available for transfer until August 18, 2023, or the hard close of FY 2023.

MNIT Review

This proposal has been subject to careful and detailed review and approval by MNIT, which evaluated it using the following criteria:

- **Project definition:** Does the request fit the definition of a specific project, product, or service(s)?
- **Information technology component:** Is the request an effort to acquire, create, or enhance an information technology system, product, or service?
- **Benefit to the state:** Does the request result in process improvement, government efficiency, system security, project or product backlog, cross-agency collaboration, IT standards compliance, long-term savings, or cost avoidance?

MMB Review

This proposal has also been reviewed by MMB to ensure that the funds to be transferred would be used in a manner consistent with legislative intent and with the requirements of MS 16E.21. MMB reviewed each appropriation to make its determination and only advanced projects that satisfied this requirement.

Legislative Revisory Commission Review

The Legislative Advisory Commission's review is the final step in the process of ensuring the identified funds are for personnel and technology that create efficiencies for state government. To assist with

your review, attached you will find documentation for the project: the project description, detail on what funds will be transferred, and how success will be measured.

The statute generally provides 20 days for the LAC to make either an affirmative recommendation, a negative recommendation, no recommendation, or a recommendation for further review. If the Commission needs additional information to complete its review, please specify the additional information desired by June 27, 2023. After we have provided the requested information, the statute provides an additional 10 days to make a recommendation. If the Commission makes a negative recommendation on any of the proposal, funds for that proposal will not be transferred. If there is no request for further review or negative recommendation, funds will be transferred to MNIT in 20 days.

If you would like additional information, please contact Executive Budget Officer Brian Hornbecker at brian.hornbecker@state.mn.us or 651-259-3779.

cc: Emily Adriaens, House of Representatives Fiscal Analysis Department
Eric Nauman, Senate Counsel, Research and Fiscal Analysis Office
Jon Eichten, Deputy Commissioner, MNIT
Karl Nilsson, Enterprise Engagement Program Management Office, MNIT
Yelena Bailey, Executive Director, PELSB
Tracey Sigstad, SmART Director, Admin
Kimberly Maturo-Hilt, CBTO, PELSB
Travis Bunch, Budget Director, MMB
Brian Hornbecker, Executive Budget Officer, MMB
Matthew Dobratz, Executive Budget Officer, MMB

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each request must be reviewed and approved by the sponsor and CBTO. **Handwritten and DocuSign signatures are not required.**
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
7. Contact Karl Nilsson with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use this legislative session for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
 - IT-related project-to-product transformation and work to address a given product backlog,
 - business process and service delivery transformation enabled via technology changes,
 - costs associated with cybersecurity projects/products,
 - ongoing software licensing and support costs for a specific technology product,
 - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

Type of Odyssey Initiative

Requesting Agency and CBTO: Professional Educator Licensing and Standards Board – Kimberly Maturo-Hilt	Name of initiative: PELSB - IT Modernization and Sustainability
--	---

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Initiative Sponsor: Yelena Bailey Contact Info: Yelena.bailey@state.mn.us
Budget Contact: Yelena Baily Contact Info: Yelena.bailey@state.mn.us
Type of initiative: <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input checked="" type="checkbox"/> Other (please describe) Rewrite of failing PLD system, continued work on Educators Online, STAR fixes, and Tableau
Problem or Opportunity: We request the use of odyssey funds for 4 items: 1) Rewrite of failing PLD system; 2) continued work on Educators Online; 3) STAR fixes; and 4) the creation of an agency dashboard through tableau. Items 1, 2, & 3 are urgent and necessary for basic agency operations to continue. Item 4 is necessary to meet the demand for public facing data, a demand articulated through OLA audits.
Brief Initiative Description: The rewrite of PLD is to ensure agency operations can continue when the current system fails in 1-2 years. The continued work on Educators and Online are to ensure PELSB can carry out duties delegated to our agency in Minnesota Statutes 122A. The Board dashboard initiative is an effort to increase data awareness and transparency.
High-level Objective: To continue basic agency functions and to enhance data transparency.
Initiative Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system <input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product of service <input type="checkbox"/> Customer Experience

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

<input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
In which phase of the Modernization Playbook is this initiative? <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable
Has a detailed business case been developed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
Is this initiative fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name?	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA22.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input checked="" type="checkbox"/> Children and Families. This serves Minnesota’s public school students.
<input checked="" type="checkbox"/> Thriving Communities, Housing, and Workforce. This serves the teacher workforce.
<input type="checkbox"/> Healthy Minnesotans. Click here to enter text.
<input checked="" type="checkbox"/> Equity and Inclusion. The dashboard ties specifically to board goals around equity and diversity.
<input type="checkbox"/> Minnesota’s Environment. Click here to enter text.
<input checked="" type="checkbox"/> Fiscal Accountability, Customer Experience, and Measurable Results. The dashboard increases transparency and measurable results of agency work.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Run, Grow and Transform (RTG)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- Run** – Initiative is to Operate and maintain (Keep the lights on)
- Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

FY2023 Requested Transfer Amount				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E3910000	E390010	PELSB Operating	\$350,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 350,000	
Hardware: Click here to enter text.	
Software: Click here to enter text.	
Training: Click here to enter text.	
State Staff: 350,000	
Professional/Technical:	
Estimated Start Date: 01 July 2023	Requested Finish Date: 30 June 2024

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

	Reason for End Date: align with legislative changes and budgeting cycles
--	---

Success Criteria	
How will this initiative benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Transfer from old PLD system to new system	
Enhancements to Educators Online System Completed	
Fixes to Staff Automated Report System completed	
Board Dashboard (Tableau) launched	

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT ePMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

APPROVALS		
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Agency CFO: Yelena Bailey</td> <td style="width: 50%;">Date: June 2023</td> </tr> </table>	Agency CFO: Yelena Bailey	Date: June 2023
Agency CFO: Yelena Bailey	Date: June 2023	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">CBTO: Kimberly Maturo-Hilt</td> <td style="width: 50%;">Date: June 2023</td> </tr> </table>	CBTO: Kimberly Maturo-Hilt	Date: June 2023
CBTO: Kimberly Maturo-Hilt	Date: June 2023	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

APPROVALS

Name of person with delegated authority to sign the interagency agreement: Yelena Bailey

COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

- end of document -