MANAGEMENT AND BUDGET

Date: June 29, 2023

To: Members, Legislative Advisory Commission

From: Jim Schowalter, Secretary

RE: Additional Information and Telecommunications Account Transfers

We are resubmitting for your review the proposed transfer for "Hybrid Meeting Room Tech Upgrades" to the Information and Telecommunications Account (ITA) at MNIT from the Minnesota Department of Health, pursuant to Minnesota Statutes 16E.21, subd. 3.

This project was included in the first FY 2023 ITA Transfer submission on June 1, 2023, and part of the approval order issued on June 22, 2023, but both communications incorrectly stated the agency's requested amount. MMB materials indicated the agency requested a transfer of $100,000 but the correct amount is $1,000,000, as noted in the agency request form.

There is sufficient time for the LAC to review the transfer request, as corrected, since 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 July 19, 2023. After we have provided the requested information, the statute provides an additional 10 days to make a 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
        Joshua Bunker, Chief Financial Officer, MDH
        Brenda Gabriel, CBTO, MDH
        Travis Bunch, Budget Policy and Analysis Director, MMB
        Laurena LeCompte, Budget Policy and Analysis Director, MMB
        Robyn Rupp, Budget Operations Director, MMB
        Brian Hornbecker, Executive Budget Officer, MMB
        Hannah Millang, Executive Budget Officer, MMB

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

Instructions for This Document
1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format. 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. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us 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 recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 here, specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Health/Robert Maki	**Project Name:** Hybrid Meeting Room Tech Upgrades
Project Sponsor: Michelle Larson	**Contact Info: michelle.l.larson@state.mn.us**
Budget Contact: Brian Awsumb	**Contact Info: brian.awsumb@state.mn.us**
Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three). This opportunity looks at equipping MDH for a long term hybrid outlook. Meeting rooms are inadequately set up for remote participants. Distributed teams and external guests increasingly expect and need remote attendance capability with tools that optimize user experience and engagement. Many rooms have no technology installed, and others have equipment that is past end	

of life and/or non-functional. This makes hosting meetings with remote participants extremely difficult or impossible. Furthermore, existing equipment has security vulnerabilities.

Brief Project Description: (ex. This project is part of an upgrade plan to address technology obsolescence within our department's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.)

Seek to solicit vendor recommendations for room buildouts for OLF, PHL, and district offices. Select solutions, plan for deployment, and implementation of selected technology. Click here to enter text.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) New state of the art hybrid-capable meeting technology installed in meeting rooms across MDH.

Project Deliverable Categories:

☒ New application or system

☒ Replacement for existing application or system

☐ Enhancement to existing application or system

☐ Upgrade of an existing application or system

Modernization Playbook

In which phase of the Modernization Playbook is this project?
      ☒ Select   ☒ Plan   ☒ Do   ☒ Run ☐ Not applicable

Has a detailed business case been developed?   ☒ Yes   ☐ No   ☐ Not applicable

Is this project fully funded by the Odyssey funds requested?   ☐ Yes   ☒ No
If not, has ongoing funding been identified?   ☒ Yes   ☐ No

Requested Information Specific to ITA Projects

For an existing project? ☒ If checked, project name? P-1373 Space planning and hybrid technology (3GA82) Sciforma = JM9NA1G5	For an existing ITA project? Yes: ☐ If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported
(check all that apply)

![Minnesota IT Services logo]

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

☒ **Cultivate a Holistic and Connected Culture of Work**. By upgrading meeting rooms this allows for a more connected MDH workforce in order to better serve Minnesotans.

☐ **Fortify the Value and Delivery of Projects and Initiatives.** Click here to enter text.

☐ **Promote People-centered Digital Government Services.** Click here to enter text.

☐ **Elevate Minnesota's Digital Estate.** Click here to enter text.

☐ **Bolster Successful State Cybersecurity Efforts.** 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.

☐ **Children and Families.** Click here to enter text.

☐ **Thriving Communities, Housing, and Workforce.** Click here to enter text.

☒ **Healthy Minnesotans.** Click here to enter text.

☒ **Equity and Inclusion.** Click here to enter text.

☐ **Minnesota's Environment.** Click here to enter text.

☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

Application Development Cybersecurity Considerations

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

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

☐ **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.

FY2021 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	H1230100	H12004Y	Executive Office	$1,000,000

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

Estimated Budget (total expected project costs): $1,000,000

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

Hardware: $700,000
Software: $50,000
Training: $50,000
State Staff: $100,000
Professional/Technical: $100,000

Estimated Start Date: 5/1/23	**Requested Finish Date: 9/30/25**
	Reason for End Date: It takes about this much time for selection, procurement, and implementation. Some rooms may need construction/remodeling.

Success Criteria

How will this project benefit the business? (ex. automates a manual process, reduces downtime) It allows the MDH workforce to be more connected with each other and with external partners. It enables greater efficiency of the buildings because otherwise the rooms rarely get used.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	**How Measured?** (Compare post-implementation uptime to baseline)
Meeting participants can easily join meetings	Reduction of video-conference tickets
Greater utilization of meeting rooms	Total room bookings increase
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
☒   Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

![Minnesota IT Services logo]

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

APPROVALS
Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget. • 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.
Agency CFO: Joshua Bunker   **Date:** April 14, 2023
CBTO: Click here to enter text. *Robert Maki*   **Date:** 04/17/2023 Click here to enter text.
Name of person with delegated authority to sign the interagency agreement: Joshua Bunker

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

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