

***VITAL RECORDS IMPROVEMENT FUND
ADVISORY COMMITTEE***

To The New Hampshire Department of State

- MINUTES -

Friday

May 21, 2010

Approved Minutes

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Vital Records Improvement Fund Advisory Committee Meeting

May 21, 2010

Archives Building
2nd Floor Conference Room
71 South Fruit Street
Concord, New Hampshire 03301

COMMITTEE MEMBERS PRESENT:

David Scanlan, Deputy Secretary of State, SOS Appointment
Stephen M. Wurtz, Acting State Registrar
Patricia Little, Keene City Clerk, NHC&TC Association Appointment
Joanne Linxweiler, Auburn Town Clerk, NHC&TC Association Appointment
Nelson Allan, Public Member, SOS Appointment
Dr. David Laflamme, Data User, DHHS Appointment
Tricia Piecuch, Nashua City Clerk, NHC&TC Association Appointment
Dr. Frank Mevers, State Archivist
Theresa Pare-Curtis, OIT CIO Appointment
Debra Clark, Town Clerk, NHC&TC Association Appointment

COMMITTEE MEMBERS EXCUSED:

Thomas A. Andrew, MD, Medical Examiner Appointment
Anna Thomas, Municipal Data User, DHHS Appointment
Stephen Norton, Vital Records User, DHHS Appointment
Robert Carrier, Funeral Director Association Appointment

GUESTS:

Vicki Tinsley, DOIT
Chris Bentzler, DOIT

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1. Meeting Called to Order:

- Noting that enough committee members were in attendance for a quorum, Ms. Little called the meeting to order at 9:34 a.m.

2. Approval of Minutes:

- Ms. Little asked for discussion on the minutes submitted for the February 19, 2010 meeting. Dr. Mevers offered a motion to accept the minutes as written. Mr. Wurtz seconded the motion. The committee then voted unanimously to accept the minutes as written.

3. HB 1128:

- Mr. Wurtz explained that originally SB450 was submitted by Representative Keane of Rochester to raise vital records fees to add additional funds to the general fund. The bill suggested raising the fee for a marriage license from \$45-\$50 and certified copies from \$12 to \$20 with the increase going directly to the general fund. That bill was killed by the Senate and replaced with their version HB1128 the same day. The Senate version also included slightly different increases in vital records fees than the House suggested. A certified copy went from \$12 to \$15 instead of \$20.
- A Committee of Conference had been scheduled for the two sides to negotiate the language of the legislation. If they are unable to come to a consensus a summer session would become necessary. Both sides need to agree for this legislation to become law. The Governor does not have a line-item veto. He would have to veto the entire bill if there were any parts that he disagreed with.
- Ms. Pare-Curtis explained that the Committee of Conference would be comprised of equal numbers from both sides. Marjorie Smith would be the chair of the committee. Some felt that if the VRIFAC rattled their cages too much the committee could begin to look at the large balance we are maintaining in the fund as a way to fill some of the current holes in the budget.
- Mr. Wurtz explained that it was important that the committee understand the importance of this fee change and encouraged clerks to participate in the process. Members were reminded that funds are not “encumbered” until a contract has been signed. Just because plans have been made to use them for a specific project they are not safe. Mr. Allan felt it important that the committee show the legislature the value and importance of the Vital Records Improvement Fund.

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Ms. Little asked if Ms. Pare-Curtis or Mr. Wurtz could provide a list of the members of the Committee of Conference.

4. Same Gender Marriage Conversion:

- Ms. Pare-Curtis reported that DOIT staff were working on implementing the legislatively mandated same gender marriage changes in NHVRIN. The objective is to make the application as gender neutral as possible. The legislation impacts all the different modules in NHVRIN, not just marriage. All the reporting functions would be affected by this legislation. In the upcoming release adoption changes would be evident. Changes to the death module would be the next priority Ms. Pare-Curtis' team would address.
- Ms. Little asked how much the conversion for same gender marriage was going to cost to implement. Mr. Wurtz replied that a fiscal note had been submitted but he felt it was a very low estimate. What appeared to be simple decision by the legislature has had a major impact on vital records. Ms. Pare-Curtis and Mr. Wurtz reported that release 7.4 in July would bring vital records in line with statutes.

3. IT (STEVE) Update:

- Ms. Pare-Curtis reported that no real progress had been made on the STEVE project. The vendor has made some updates to the application but had not yet forwarded them to her staff. The STEVE project was not currently a high priority item for Vital Records or her staff. Mr. Wurtz explained that the vendor was piloting a new fix that would require that it be reinstalled on New Hampshire servers.
- Mr. Wurtz assured committee members that in the long run the benefits of the STEVE program could be huge. It may become the preferred way to exchange data with the feds. He felt that the project would become more of a priority near the end of the year and that New Hampshire needs to be prepared in the event that the National Center for Health Statistics (NCHS) requires the use of the STEVE application.
- Mr. Wurtz explained that the state of Massachusetts was not even close. They were working on obtaining a whole new system. That further convinced him that it would be the end of this year or the beginning of next year before any real movement would be seen from them.

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4. NHVRIN Re-Procurement Update:

- Ms. Pare-Curtis reported that she had attended a meeting with Mr. Wurtz and representatives of the Secretary of State's office. They determined that Ms. Barton would be the lead person on the project. Unfortunately, the same gender legislation and required application changes had further pushed back the creation of the RFP. She advised that there was still an ongoing discussion as to whether or not they could advertise or hire for the two vacant positions previously discussed by the committee.
- Ms. Little asked how the project would be affected if the position could not be filled. Ms. Pare-Curtis replied that in addition to the gender neutral part of the legislation, they also had to contend with the fee increases. All those changes were on a strict timetable as the NHVRIN application needed to charge the correct fees from the start. All the upcoming changes take precedence over and further push back the RFP.
- Ms. Pare-Curtis explained that there had been a discussion about redesigning one of the positions into a part Business Administrator, part Developer position. That would allow more flexibility when work slowed in one area but remained consistent in the other. Mr. Allan asked if anyone had considered contracting out this project. Ms. Pare-Curtis replied that hiring for the position was far more palatable than using an outside contractor. During recent budget discussions and layoffs, much was made of the number of private contracts the state was party to while laying off state employees.

5. NHVRINWeb Update:

- Mr. Wurtz reported that he had been working with the vendor to get a quote for maintenance and support of the statistical web query application. Mr. Wurtz distributed a handout to committee members and explained that they provided a quote of \$21,000 to \$32,000. The handout described what the vendor was offering for that figure. The last item listed was 40-100 hours of unlisted bug fixes. Mr. Wurtz felt that more discussion between himself, the vendor and DOIT was necessary before any decisions were reached. The estimate the vendor provided was only for updating the application.
- Ms. Pare-Curtis explained that the desire to upgrade the application to .NET would be a great deal of work. She reported that NHVRIN's only developer, Ms. Stewart was under the impression that the vendor expected her to be on-call to their developers and that Ms. Barton was expected to provide analysis. Mr. Wurtz

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reminded the committee that he had promised Ms. Pare-Curtis that we would avoid putting additional strain on her already overwhelmed staff to further overshadow the RFP process.

- Ms. Pare-Curtis agreed that a more substantial work plan was needed prior to the committee making a decision. Ms. Little advised the committee that she was of the opinion that contracting with the vendor to support NHVRINWeb should be placed on the back burner for now.
- Mr. Wurtz reminded the committee that NHVRINWeb currently had 7000 registered users and neither Vital Records nor DOIT staff had any way of seeing what they were doing. Passwords currently have to be reset manually. Ms. Little asked for clarification as to what Mr. Wurtz was asking. Did he want to put this on the back burner or to seek additional detail from the vendor? Ms. Piecuch stated that she felt that even if the committee intended to place this item on the back burner it would be wise to obtain greater detail from the vendor for future reference. Dr. Laflamme suggested rolling NHVRINWeb into the NHVRIN re-procurement as we need to minimize impact to the RFP timeline.
- Ms. Pare-Curtis made a motion to table the contracting out of NHVRINWeb support. Her motion was seconded by a committee member and subsequently unanimously approved through a vote.
- Ms. Pare-Curtis asked for clarification as to whether the committee wanted to include the enhancement and support of the NHVRINWeb application in the re-procurement RFP or to leave it as a stand-alone application. Mr. Wurtz replied that he felt that keeping it as a stand-alone application amounted to a duplication of effort. He thought that several of the vendors that replied to the RFI had similar products to NHVRINWeb and that it would be wise to include it in the final draft of the RFP.

6. Broadband Reimbursement:

- Mr. Wurtz reported that he had received an email in April from the new Town Clerk of Grafton inquiring about the fund reimbursing the town for money it paid for its broadband connection. The former clerk, Mary Dow had died while in office. She was replaced and her replacement never requested reimbursement and was subsequently voted out of office.
- The newly elected clerk was doing some housecleaning and happened across some correspondence between William Bolton and the Town of Grafton in a

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drawer. Mr. Bolton had authorized the town to seek reimbursement and the selectmen were just hoping to retroactively take advantage of the offer made to them.

- The bill for their broadband connection had been set up using the personal credit card and was being sent to the former clerk's home. After her death her husband paid for awhile and then began submitting them to the town. Ms. Little brought forward a motion for the fund to reimburse Grafton the expense of providing a broadband connection. Ms. Pare-Curtis seconded the motion. Before the vote Mr. Allan wanted to clarify that the service the fund would be reimbursing the town for was dedicated to vital records business only.
- The committee voted unanimously to reimburse Grafton the amount of \$1,259.88. Ms. Pare-Curtis asked if the town would now be billing monthly for the service. Mr. Wurtz replied that he would look into having the bill send directly to the state.
- Mr. Wurtz explained that the current clerk informed him that there were actually two satellite dishes on the town hall. That one was exclusively for vital records and the other for town business. He suggested that Mr. Bentzler contact the town to see if we can assist in any way.

7. Next Meeting:

- The next meeting was scheduled for August 20, 2010.

8. Meeting Adjourned:

Ms. Little adjourned the meeting at 10:39 a.m.