**NCCSD Systems Modernization and Data Sharing Committee**

**June 14, 2019 – Monthly Meeting with OCSE**

**2pm – 3:30pm Eastern Time**

**Agenda**

*Distribution and Attendee List:*

(X indicates that the member was present; A indicates absent)

|  |
| --- |
| Members |
| X | Jeff Aldridge | X | Robin Arnell  | A | Kristie Arneson |
| X | Michelle Cristello | A | Erin Frisch | A | Kevin Guistwite |
| X | Cynthia Longest  | X | Dawn McNeal | A | Shaneen Moore |
| X | Heather Noble | A | Sharon Santilli | X | Alexia Venafra  |
| X | Carla West  | A | Astra Wilson-Kirksey |  |  |
| OCSE Invitees  |
| A | Comm. Scott Lekan | X | D.C. Donna Bonar | X | Raghavan Varadachari - IT |
| X | Mona Ferrell - Audit |  |  |  |  |

***Discussion Items:***

1. NCSEA Leadership Symposium - I.T. Roundtable
* Cynthia discussed the draft agenda and asked for feedback. She explained that:
* Both the business and IT folks will be speaking, each from their own perspective.
* The focus will be both procurement and projects since procurement is also incredibly important.
* There are a set of questions that presenters will answer in their presentation to help guide the conversation.
* She deliberately inserted a 30-minute networking break in response to direct feedback at the Systems Symposium.
* Tennessee, Maryland, and Indiana have confirmed. Waiting to hear confirmation from Mississippi.

ALL: Please email Cynthia with any feedback on this draft agenda for the NCSEA Leadership Symposium - I.T. Roundtable.

1. Vendor Presentation Discussion
* Robin went over the proposed vendor invitation and straw man document and members gave feedback.
	+ Feedback on the straw man included that we shouldn’t wait until we’ve compiled all the questions before inviting the vendors and that we should ask vendors to provide written responses to our questions in advance of their presentation.
	+ We also began discussions on how the questions can be gathered and identified various ways we can do outreach so we can gather questions.

Alexia to revise both documents based on discussion and send out to group to review and discuss next meeting.

Robin, Carla, Cynthia, and Alexia to work on collection of questions.

Robin and/or Carla to share our plan for these vendor presentations at the NCSSD Executive Committee meeting next Thursday.

* Discussed how to identify and send letters to vendors. Created a partial list of vendors to invite and a source to use to complete the list:
	+ Refactoring/Replatforming: Conduent, ProTech, and Deloitte
	+ Low Code/COTS Platform: we can use Dawn’s list and the letters of intent she received

Cynthia to work with Dawn to firm up the list on low code vendors.