

EITLC STEERING COMMITTEE CALL SUMMARY

March 11th, 2-3pm EST

Agenda

- Interim Governance Charter
- 2009 Draft Issues
- Next Meeting & Meeting Schedule

Attendees

Bob Messina (EPA), Connie Dwyer (EPA), Courtney Kerwin (EPA), Laurie Beamish* (Indiana), Lee Garrigan (ECOS), Lisa Schlosser* (EPA), Todd DaBolt (EPA), Vandhana Veerni (Ohio), Roy Walker (Oklahoma), Robert Willis (Ross), and Tamara Power-Drutis (Ross).

* EITLC Co-Chairs

Welcome

Lisa and Laurie welcomed State and EPA volunteers to the EITLC Steering Committee.

Interim Governance Charter

Lee provided a broad overview and background of the Interim Governance Charter developed through conversations to reinvent the IMWG to address new State/EPA issues. The Steering Committee discussed changes to the Charter, including:

- Vandhana suggested inclusion of language around policies, standards, and procedures. After the best practices section, the group discussed adding the text: "for instance, successful change management policies and procedures will be shared and discussed with this group." The group decided that this was implicit in the existing language and no change was needed.
- Remove "Interim" from the title of the Charter
- Add language stating that the Charter will be reviewed on an annual basis

Action Items

- Lee will revise the Governance Charter

2009 Draft Issues List

Lisa reviewed an updated issues list initially prioritized by the EITLC co-chairs in preparation for the steering committee call. The steering committee reviewed and updated the list and settled on:

- E Discovery
- Communicating EPA changes in advance to help states prepare their budgets
- E-Authentication and Reusable Services
- Collaborative Development and Digital inspector

- Web 2.0
- Social Networking
- Security
- Privacy
- Search / Navigation of environmental information
- Data availability and sharing
- Green IT practices
 - Including virtualization
- Linking business practices to technology changes
- IT communications practices
- Cost Optimization
 - Including consolidation
- GIS
- Recovery.gov/architecture data schema/Stimulus reporting issues
- Cloud Computing

The group discussed the potential for narrowing the list to five focus areas a year or separating the topics into three action groups for EITLC members to join at the first EITLC meeting.

EITLC Collaborative Space

The Steering Committee discussed the creation of a collaborative space to orient the EITLC to major topics of the states as well as demonstrate a new technology, such as a wiki. The challenge in creating a wiki would be in reaching critical mass, necessitating that the site be interesting and meaningful so that the EITLC's target community would want to go there.

The steering committee decided to set up a collaborative space that includes a set of initial pages – each issue from the issue list would start as its own page. From this point, functionality would be added allowing participants to vote or comment on the usefulness of materials that are posted, helping the Council better understand where the greatest interest exists. Another advantage of the collaborative space would be to allow the phasing out of WISER.

Action Items

- Ross & Associates will install an EITLC Wiki shell, a front page detailing instructions for authors, creating pages for each of the focus areas.
- Steering Committee members will develop content on specific focus areas for the Wiki, including:
 - Collaborative Development and Digital inspector (Laurie)
 - Green IT practices (Vandhana)
 - Cost Optimization (Vandhana)
 - GIS (EPA/ Ohio)
 - Recovery.gov/architecture data schema/Stimulus Reporting Issues (EPA)
 - Cloud Computing (Ohio)
 - E-Discovery (Roy)

- Communicating EPA Changes (EPA)
- E-Authentication and Reusable Services (EPA)
- Ross & Associates will explore prioritization/voting functionality
- Laurie will provide Ross & Associates with login information to the WISER site
- Ross & Associates will review WISER content and make suggestions to the Steering Committee on what materials to transfer to the EITLC Wiki
- Laurie will check with Arizona to ensure that they are not still using the WISER site

EITLC Purpose Statements

The committee discussed the purpose and outcomes of the EITLC. As a starting point, the group discussed the grant commitments in the ECOS grant and other key tenets including, assuring that the information generated by the EITLC is relevant to the State/EPA information management community (and using the collaborative space to determine relevancy).

Action Items

- Lee will review the grant documentation and draw out goals to inform the EITLC goals
- Rob and Lee will develop draft desired outcome statements and distribute to the EITLC steering committee prior to its next conference call.
- The Committee will add to the draft list and develop purpose statements for the EITLC

Next Steps

The Committee will reconvene the week of March 30th. Initial agenda items include:

- Timing and rollout of the EITLC collaboration space
- Timing of a full EITLC meeting
- Collaboration Space content and functionality
- EITLC purpose and outcomes