

COMMUNICATIONS ADVISORY COUNCIL MEETING
August 28, 1997
MEETING MINUTES

MEMBERS: Chair David Couch, David Ballard, Wayne Bates, Doyle Friskney, Galen Kiser Charlene Davis representing Jim Nelson, and Capt. Richard Yetter.

GUESTS: Felicia Casey, Yvonne Creech, Charles Robb, Rick Stephens, John O'Bryan, Missy Maloney, John Witt, Kent Howell, Darrell Gabhart, L. D. Montgomery, Ray Perry, Mike Hayden, James Everett and Linda Kubala.

STAFF: Doug Robinson; Executive Director of KIRM and Jessamine Saufley

Chair David Couch called the meeting to order at 10:16 a.m. in the Board Room at the Department for Libraries and Archives. The minutes of the June 13, 1997, meeting were approved unanimously upon establishment of a meeting quorum.

Chair Couch presented an overview of the CAC meeting as follows:

- Learn about statewide efforts and directions.
- Learn about other state/local government agencies/ community business and their needs/point of view.
- Produce products to a problem or need (Strategic Planning, Standards, Vision, Policy recommendation, review plans).
- Improve skills of members.
- Aggressively sharing information beyond the meeting room walls.
- Developing personal glue between members (the personal side)
- Having fun
 - Concentrating on the best technique to utilize the technology, not just the technology.

Chair Couch highlighted some examples of technique verses just technology:

- Posting 10MB file verses e-mailing
- Build a proxy with commonly using information, faster response, better reliability verses building a bigger telco line.
- Laptops can also be the desktops for remote users
- Exchange Webmail simple interface vs. dial-up
- Using netmeeting for document sharing and remote support versus fill KTLN every time.

Next, Chair Couch discussed the realities of achieving CAC objectives and the 80/20 principle with members. With a limited number of members that can work beyond CAC meeting hours, it is important to select the top 10-20 percent of the products/objectives that CAC can produce with limited staff for each year. David added all objectives are good ones but CAC needs to put 80-90 percent of effort into that 10-20 percent.

Chair Couch directed members to review the 1995 Mission Statement, Goals and Objectives and the 1993 Operating Policies in their meeting materials. Chair Couch presented some personal goals and expectations for his tenure as chair of the Council:

- Would like for CAC to focus beyond Frankfort as much as possible
- Would like to use Kentucky TeleLinking Network to facilitate meetings
- Different locations for CAC meetings
- Frequency of meetings and work groups - review
- Retreat for strategic planning
- Minutes and meeting materials sent out two weeks prior to upcoming meetings
- Primary communication will be e-mail and website
- Get Vice-Chair more visible during meeting
- Get all members more engaged and visible, not just a few
- Community members
- Public comment time at the end of meeting for guests and vendors
- Build upon past work .. and follow the plan
- Working limited projects, not such a large scope

Chair Couch will write a summary of each CAC meeting and distribute via website or e-mail so members can share information with their staffs.

Vice Chair Ballard explained Chair Couch's expectations. David encouraged more involvement among the membership. David stressed the importance of ensuring video capability for future meetings.

Next David Ballard directed members to review the Mission and Vision statement adopted in December 1995. David stressed the fact that CAC is an Advisory Council for the Kentucky Information Resources Management Commission. David asked members for questions or comments. After much discussion, it was agreed that some of the bullet points are too broad in scope and that numbers 1,2 and 5 are valid. Recommendations will be presented for a vote at the next meeting.

Chair Couch asked members for comment on the current Goals and Objectives. He stated he would like to see the Council apply goals to "x" number of payoff projects during the upcoming year and offered members an example. David remarked that David Ballard, Doug Robinson and himself met prior to CAC meeting to discuss 1998 projects and compiled a list consisting of mobile computing, Telecommunications Reform Act, ATM, Kentucky Information Highway, 800 MHz digital radio, EMPOWER Kentucky initiative, video conferencing, wireless, proxy servers, community networks, cable companies activities and business/local governments and public awareness for communications technology.

Chair Couch added that business, local government, public awareness, technical services need to be translated so the average person sees added value and increased competitive abilities. David stressed it is important to have added value to public. David Ballard added comments addressing community networks and remarked that CAC should be involved with the Telecommunications

Act and the Universal Service Fund order by the FCC. Chair Couch asked for additional goals or comments. Doug added the EMPOWER Kentucky pilot demonstration project of internet access for libraries demonstrates equity of access and connectivity.

Next Chair Couch presented six measures for progress and elaborated on each as follows:

- Getting the \$\$
- Design, Policies, Techniques and Backend issues
- Implementation
- Training
- Use
- Maximized (using best technique available)

Chair Couch stated that in reviewing the current Operating Policies, he noted that the policies have not been reviewed since 1993 and may require some minor word changes. He asked members if they denote any other changes or additions at this time.

Doug highlighted some minor edits and technology changes which need to be included in the current Operating Policies. He added that the by-laws need to be included, duties of officers need to be expanded and proxy issues need to be addressed. Doug requested suggested changes be submitted to him in writing.

Next Chair Couch addressed the frequency of CAC and work group meetings as follows:

- Every “x” months vs. monthly for full CAC meetings.
- Workgroups (Wireless and Video to meet every two months).
- Next CAC meeting date and location - possible sites:
 - University of Kentucky (new library site)
 - A successful LANed/WANed school district
 - State Police facility
 - Public Service Commission
 - Via KTLN
 - Retreat to a Kentucky State Park
 - Kentucky Educational Television
 - Somerset Center for Rural Development

Chairman Couch asked the Work Group Chairs to provide the Council members with updates:

David Ballard reported for the Wireless Workgroup and the status of the 800 MHz initiative. He stated that during a recent users group meeting it was proposed to conduct a joint application development (JAD) session between agency radio communications contacts and potential multi-user public safety equipment users. A design session in August, using a facilitator from IBM, was well attended and provided a needs assessment to include in the business case for 800 MHz. This session validated the need, measured the tangible, intangible results, and built a consensus

on the ways to approach the 800 MHz initiatives David asked members for questions or comments.

David discussed recent activities of the Kentucky Information Highway. He said the advice of change is finalized addressing fractional frame T1 pricing for inclusion to the KIH. David distributed a new KIH price sheet in which he highlighted the changes in rates. He added that the KIH has been successful with the universities and Western Kentucky University and Morehead State University are converting some long distance voice traffic at this time. Appalachian Regional Hospital has converted to the KIH as a non profit entity under the recent changes to eligible users. He recently met with the provider in regard to ATM deployment. He added that under consideration is flat pricing and a threshold of twenty five locations within five years. He commented that the rate is hard to determine due to the recent extraordinary session addressing postsecondary education and technical schools, but every two years the rate can be renegotiated. David added he will present an advice of change addressing ATM during the next meeting.

The members continued a discussion on funding the 800 MHz system. David added a brief update in regard to Kentucky TeleLinking Network regarding changes in standards and changing technology, and the potential problems for the near future with existing equipment.

Chair Couch asked Doug to present the EMPOWER Kentucky update. Doug informed members that Governor Paul Patton was recently asked to address the National Governor's Association in regard to EMPOWER Kentucky and the states model for Medicare. He appeared ten minutes prior to the introduction of President Clinton whom commented that this illustration could be a model for the rest of the country. Doug added that seven unfunded EMPOWER projects have received money for "quick" wins. Doug reported that the Technology Infrastructure Team is conducting a gap analysis on IT skills and training. Doug added that the draft IT Architecture and Standards document was distributed to information resources managers for their comments at the September 3, 1997 meeting of the Information Resource Manager's Advisory Group.

Doug added that in the area of EMPOWER administrative activities for management and accounting, the MARS RFP was released and the contract will be awarded in December. The Kentucky Information Resources Management Commission adopted the final version of the Information Technology Strategic Plan during their July 1, 1997 meeting. At some time in the future, the document will be presented before the full cabinet and executive leadership for their review and awareness. The complete plan is available on the KIRM website.

Doug reported on recent KIRM activities, thanked the Council members for their participation during the Information Resources Plan review process. Doug updated members on the work group schedule of upcoming meetings through the end of September. Doug informed members of the 1996 Research and Development grant awardees which will be offering presentations during the upcoming KIRM meetings this fall. Doug discussed recent meetings of the Capital Planning Advisory Board, the priority rankings of all capital items, general recommendations and the Board's interest in telecommuting. Doug announced the recent KIRM Research and Development grant awards for 1997. Chair Couch asked members for suggestions on the CAC website as to what should be added or additional links that would be useful. Chair Couch added suggestions are welcome for filling vacancies that currently exist on the Council.

Chair Couch asked if any of the members had any new business. The next Communications Advisory Council meeting will be held during the Strategic Planning Retreat slated for the fall. Being no further business, the meeting adjourned at 12:15 p.m.