



Emerging Technologies Work Group

Monthly Meeting Minutes

Monday, February 8, 2010 - - 2pm - 4 pm

24 Aviation Road, Suite 103 Albany, NY

We will be using WebEx – Please see email.

Type of meeting:	Monthly Meeting	Facilitator: Corinne Brennen	DAverill@nysdhcr.gov 402-3227 Corinne.Brennen@dirad.com 438-6000 x133 MccartJ@assembly.state.ny.us 455-5489
Note taker:	Duane Averill	Next Meeting March 8, 2010	NYS Forum Conference Room
Attendees:	<p>In person: Duane Averill (DHCR); Corinne Brennen (DiRad); Derek Werthmuller (CTG); Jim Costello (CTG) [Web Guild] ; Jason DiGianni (DOB) [Security]; Kathleen Moorhead (NYSED); Donna O’Leary (NYSTEC); Kristin Albright (Parole)[IT Accessibility]; Estelle Council (Parole)[IT Accessibility]; Rich Zaziski (FYI Business Solutions); John McCarthy (Assembly); Leslie Brennan (DEC)</p> <p>Teleconference: Neil Johanning (DOH); Cliff Goggins (Citrix); Jon Haverly (Keane) [Proj Mgt]; Russ Kiernan (QED); Walter Ochs (OGS); David Kroening (Insurance)</p>		

----- Agenda Topics -----

I. Opening Remarks / Introductions	<ul style="list-style-type: none"> Corinne opened the meeting at 2:07 pm and welcomed members. Members introduced themselves and the meeting began. This meeting was also being displayed on a webinar.
II. Web 2.0 Project Plan Review – Web 2.0 Internal usage for The Forum community.	<ul style="list-style-type: none"> Corinne brought up the newly created Web 2.0 Project Plan Review and introduced Kathleen and Jon Haverly, who worked with Corinne and Duane on the Project plan. Corinne mentioned that much of the document is centered around the purpose statement document put together by Mike LaFrancis of Gartner. The proposal of this plan is designed to facilitate communication, collaboration and dissemination of information. Kathleen discussed the document and stated that this was created using a WIKI web site – this is a high level project plan. Lively discussion pursued about how the web 2.0 technology can be used within and amongst The Forum. Greg is in the process of reviewing the project plan and has presented to The Forum’s attorney for legal considerations. Kathleen stated that NYSED created a new Social Media Policy in addition to making minor revision to their Privacy and Acceptable Use Policies and also created a handbook to assist users in using this technology. Duane asked the Subcommittee to review this document and submit suggestions/comments/issues to Kathleen/Corinne or Duane. Jon and Kathleen were recognized for their outstanding work in putting this Project Plan together.
III. Presentation planning March 24th PIO’s!	<ul style="list-style-type: none"> Corinne stated that the presentation will be on the benefits of Web 2.0 in a Government organization. The call for presenters went out and the Workgroup is looking for 4 presenters to speak.

	<ul style="list-style-type: none"> • The targeted audiences are Agency Executive staff and Public Information Officers. • To date, FYI Solutions, Gartner and NYSED have submitted proposals to present. • We would like to get a list of PIO's in the state so we can send them a personal invite for this session. It was brought up that we should also ask CIO's to share this invite with the Executive staff and PIOs. • The presentation will be held on March 24th, from 9-12 am in Meeting Room 7. • Derek stated that he can send on the announcement to contacts in agencies.
<p>IV. SED Web 2.0 usage - Kathleen will share her experience</p>	<ul style="list-style-type: none"> • Kathleen presented the Web 2.0 work that NYSED has gone public with – included are Facebook pages for the NYS museum, NYS archives, and NYS Office of the Professions. • Discussion was held on how each of these entities marketed their facebook accounts. The consensus among SED staff is that these don't need to be marketed, that they will market themselves. • The information is closed captioned – all videos are accessible. • Kathleen stated that Youtube has a transcript tool which allows users to submit a video and the Google/Youtube transcription tool provides the captioning. • Phase II of this project will allow NYSED to research the risk and benefits and they will be looking to provide all employees access. • Metrics have been established and will be provided at the end of the pilot. • Copyright issues – discussion ensued over ownership of pictures posted on FLIKR – Kathleen stated that NYSED is abiding by online policies
<p>V. CTG Social Media Project update</p>	<ul style="list-style-type: none"> • Derek stated that the Social Media paper is about 2 weeks until completion. • There will be about 2 weeks of interviews regarding policies and a report will be produced by mid-March • NASCIO – working on Social Media Issues for States • Derek stated that the NYS CIO's office is heavily involved with this NASCIO initiative
<p>VI. IT Accessibility Update</p>	<ul style="list-style-type: none"> • Estelle stated that 10 individuals worked to create a report on behalf of the IT Accessibility Workgroup. The name of the report is “Web 2.0 and Accessibility” • Estelle reviewed the report with the Subcommittee, highlighting sections throughout the report : Falsehoods regarding handicap desires to use Web 2.0 technology; Perspective of using Social Networking from a handicapped individual; Various Web 2.0 reviews (Facebook, Twitter, Ning/Govloop, Youtube, etc) • The IT Accessibility Workgroup asked the SubCommittee to review this document and provide feedback.
<p>VII. Security Update -.</p>	<ul style="list-style-type: none"> • Jason presented on behalf of the Security Workgroup. Jason stated that there are always security risks regarding Web 2.0 technology. He stated that there are so many technology players out there that the security Workgroup cannot address them all. • Jason stated that there are unique sets of security concerns and risks, depending on the business use.

	<ul style="list-style-type: none"> • The Subcommittee stated that they would come up with specific business uses and ask the Security Workgroup to identify the risks and mitigations of each of the technologies for a specific business purpose. • The Security Workgroup presented a document entitled “Externally Hosted Social Media Information Security Risk Considerations”. This document has NOT been finalized and could not be distributed to Subcommittee members. Jason stated that they would let us know when the final version is complete so it can be posted publicly.
<p>VIII. Forum updates</p>	<ul style="list-style-type: none"> • Feb 12 Alan Lebowitz, Executive Director of Office of Taxpayer Accountability will be speaking at the Huxley Theatre in the NYS museum. Melodie Mayberry Stewart will also be presenting. • Feb 24 Security Workgroup will be hosting a webcast on Feb 24th on Emerging Trends and Threats for 2010 • Feb 25 IT Accessibilty workgroup will be presenting Creating Accessible PDF Documents • Feb 25 Cloud Computing will be discussing IT Contract Debriefing • Mar 4 Small and Local Govt Workgroup will host a four part series on Strategic Planning • Mar 12 Executive Council meeting – Annual CIO presentation. • Mar 18 Project Management Workgroup will host a presentation by Vivian Conboy of Tax & Finance on the Project Initiation Phase
<p>IX. Adjournment</p> <ul style="list-style-type: none"> • Review Action Items 	<ul style="list-style-type: none"> • Meeting was adjourned at 4:00 pm

Action Items:

Action Item Tracking Number	Action Item Description	Date Opened	Status	Date Closed	Person Assigned	Comments
6	Complete the purpose statement for web 2.0 adhoc subcommittee (5 weeks)	10/5/9	Complete	2/8/10	Mike LaFrancis / ad-hoc sub committee	Mike presented a purpose statement to committee. Still soliciting feedback to finalize statement.
9	Get National Housing Agency who is looking to use Social media instead of listserv.	11/9/9	Ongoing		Duane Averill	Provide this information to Derek
11	Touch base with PM Work Group / IT Accessibility / Web Masters Guild for joint "project"	11/9/9	Closed		Jim Costello / Kristin Albright / Jon Haverley	
12	Solicit input on Jan/Feb Web 2.0 presentations from Work Group Co-Chairs	11/9/9	Canceled	2/8/10	Corinne Brennen/ Duane Averill	
14	Security Workgroup to present a list of concerns and issues, along with remediation for these concerns	12/14/9	Ongoing		Jason DiGianni	
15	IT Accessibility Workgroup to present a list of concerns and issues, along with remediation for these concerns	12/14/9	Closed	2/8/10	Estelle Council	
16	CTG is looking for web 2.0 policies	12/14/9	Closed	1/24/10	All Agencies	Send CTG your policy if you have one developed.
17	Setting up presentation for first quarter of 2010	12/14/9	Ongoing		Corinne Brennen/ Duane Averill	
18	Set up Webex for next Emerging Technologies meeting	1/12/9	Completed	2/8/10	Corinne Brennen	
19	Demonstration of NYSED Social media usage to subworkgroup	1/12/9	Completed	2/8/10	Kathleen Moorhead	
20	Ideas for piloting web 2.0 social media for subcommittee	1/12/9	Ongoing		Kathleen Moorhead/ Team	
21	Project specified - work with Project Management workgroup	1/12/9	Ongoing		Jon Haverly / Kathleen Moorhead	Jon and Kathleen put together business case and are soliciting input