

State of Vermont  
Agency of Digital Services  
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## MEMORANDUM

**FROM:** John Quinn, Secretary, Agency of Digital Services  
**TO:** Members of the Sunset Advisory Commission  
**DATE:** November 7, 2019  
**SUBJECT:** Sunset Advisory Commission - Board and Commission Review of Web Portal Board

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In response to a request by the Sunset Advisory Commission, the Agency of Digital Services has provided the following responses to their questions regarding the Web Portal Board.

1. In general, how often does the board and commission meet? Provide specific information on how often the board or commission has met in the past two fiscal years. Provide information on where agendas and minutes of meetings can be found.

### RESPONSE:

By Statute the Board must meet at least twice per year. Over the past two years the board has met nine times.

Agendas and Minutes are not published but are available on request.

2. Provide the names of members of the board or commission, their term length and expiration, their appointing authority, and the amount of any per diem they receive.

### RESPONSE:

The Web Portal Board is authorized by Title 22: Libraries, History, and Information Technology, Chapter 16: The Vermont Web Portal  
<https://legislature.vermont.gov/statutes/chapter/22/016>

### Members:

- Secretary of Digital Services or designee – (John Quinn, Secretary)
- Secretary of State or designee – (Chris Winters, Deputy Secretary)



- Secretary of Administration or designee – **(Brad Ferland, Deputy Secretary)**
- State Librarian or designee – **(Jason Broughton, Assistant State Librarian)**
- Court Administrator or designee – **(Andrew Campbell, Digital Content Manager)**
- Chief Marketing Officer or designee – **(Heather Pelham, CMO)**
- Chief Data Officer designee – **(Vacant)**
- One member or designee who is an officer of the Executive Branch as identified in 32 V.S.A. § 1003(b), other than of the Department of Finance and Management, the Agency of Digital Services, and the Department of Libraries, and who shall be appointed by the Governor – **(Michael Smith, DMV Operations Section Director)**
- Two members appointed by the Vermont State Employees' Association – **(Dawn Carrillo, ADS IT Service Desk Analyst III; Tracey Harrington, ADS IT Manager I)**
- One member of the House of Representatives who is also a member of the Legislative Information Technology Committee, appointed by the Speaker of the House, and one member of the Vermont Senate who is also a member of the Legislative Information Technology Committee, appointed by the Committee on Committees – **(Vacant; Vacant)**

Pursuant to 22 V.S.A. §952:

(e) Members of the Board, except for legislative members, shall serve without compensation but shall be eligible to receive reimbursement for mileage and for expenses.

(f) Legislative members of the Board shall be entitled to the same per diem compensation and reimbursement for actual and necessary expenses as provided members of standing committees under 2 V.S.A. § 406. (Added 2005, No. 203 (Adj. Sess.), § 1, eff. May 30, 2006; amended 2019, No. 49, § 8, eff. June 10, 2019.)

3. Provide an overview of the board or commission's purpose.

**RESPONSE:**

Pursuant to 22 V.S.A. § 953:

The Board shall:

- Oversee the development of a self-funded web portal and establish charges for the services it provides.
- Oversee development, implementation, and promotion, in cooperation with the Agency of Digital Services, of electronic commerce and digital signature applications involving the State of Vermont.
- Serve in an advisory capacity to the Agency of Digital Services and other State agencies regarding the dissemination and collection of State data to and from the citizens and businesses of Vermont.



- Seek input from the general public, users of the web portal, professional associations, academic groups, and institutions and individuals with knowledge or interest in computer networking, electronic mail, public information access, gateway services, add-on services, and electronic filing of information.
- Accept gifts, donations, and grants for the support of the Vermont web portal.
- Oversee drafting and implementation by the Agency of Digital Services of the contract with the web portal service provider. This contract shall comply with State security and privacy standards.

4. Is that purpose still needed? What would happen if the board or commission no longer fulfilled that purpose?

**RESPONSE:**

Yes, this is a requirement of the contract and of the existence of the Web Portal as currently structured.

5. How well is the board or commission performing in executing that purpose? What evidence can you provide to substantiate that performance?

**RESPONSE:**

The Board oversees the State's relationship with the vendor which provides online services for the state. Their most recent role in this regard was overseeing the RFP and contract negotiation which resulted in a contract signed in October 2019.

6. If the purpose is still needed, can State government be more effective and efficient if the purpose was executed in a different manner?

**RESPONSE:**

The Board has been reconstituted as needed over time, but the need for oversight on the Web Portal has been a constant. The Board could conceivably be replaced by an alternate oversight model, but this would simply be the Board by another name.

7. If the purpose is still needed, do any of your board or commission's functions overlap or duplicate those of another State board or commission or federal or State agency? If so, is your board or commission still the best entity to fulfill the purpose?

**RESPONSE:**

No, the sole function of the Board is to oversee the relationship between the vendor and the State. No other entity has this as an element of its duties.



8. Does the board or commission's enabling law continue to correctly reflect the purpose and activities of the board or commission?

**RESPONSE:**

Yes, the board was created for the specific purpose of overseeing this relationship and has always served that function. Specific aspects of that function have waxed and waned, but the mission has remained unchanged.

9. Provide a list of the board and commission's last fiscal year expenditures including staffing costs. How are these funded?

**RESPONSE:**

None. The only potential costs are outlined in question 2. above.

10. Is the board or commission required by law to prepare any reports or studies for the Legislature, the Governor, or any State agency or officer? If so, have those reports or studies been produced? Does the board or commission have ongoing reporting obligations?

**RESPONSE:**

No

11. How would you measure the performance of the board or commission?

**RESPONSE:**

For the most part the board has been very conscientious in performing its function. There has been difficulty in engaging some members. In particular, there have been long stretches of the board's history where there has been no member designated for the House of Representatives or the Vermont Senate. These seats are currently vacant.

