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Notice of Regular Public Meeting and Agenda
Information Technology Authorization Committee (ITAC)
Wednesday, December 13, 2023 at 1:00pm
Virtual Meeting

Pursuant to A.R.S. § 38-431-02, notice is hereby given to the general public that the Information Technology Authorization Committee will hold its regular meeting open to the public as noted above. The agenda for the meeting (which is subject to change up to 24 hours before the meeting) is as follows:

Non ITAC Committee Members: Non ITAC committee members can view or call into the meeting by utilizing one of the following three options:

- Members of the public may view and listen to the meeting using the following link: [ITAC Meeting](#)
- Other members of the public can join the meeting by call in with the following number: (US) +1 563-552-0249 PIN: 574 540 487#
Members of the public may follow the presentation by viewing or downloading the presented material on the Arizona Department of Technology Services [Information Technology Authorization Committee \(ITAC\) website](#).

*Please note that members of the public that choose to utilize the call in number must stay muted for the duration of the meeting.

Public Comments: If you have any comments please utilize the following link to submit your comments: [Public Comment Submission Form](#).

AGENDA

I. Call to Order and Roll Call

II. Chairman's Welcome

III. Conflict of Interest

IV. Call to the Public

This is the time for the public to comment. Members of the Committee may not discuss or take any action on items that are not on the agenda. Members may direct staff to further research items for potential addition to a future agenda.

V. Next ITAC meeting will be held on January 17, 2024.

VI. Action and Informational Items

1. Committee Business

a. Approval of November 15, 2023 Recording

The meeting minutes recording will serve as the official record of the meeting which can be found on the Information Technology Authorization Committee (ITAC) website.

2. Consent Agenda Review and Approval

These items will be considered in one motion and no testimony will be taken.

a. The Administrative Office of the Courts

Probation CMS Replacement Project - AO23001

The Administrative Office of the Courts received approval on their original Probation CMS Replacement project in September 2022 that had accounted for both Adult and Juvenile probation. It was determined by the agency to separate these two solutions into independent projects for cleaner business and financial reporting. The Courts is seeking approval for a change request de-scoping the original project's scope, timeline, and cost that was accounted for in the approval of the Juvenile Probation CMS Replacement Project approved by ITAC in November 2023.

Exhibit 1

3. Change Request Review and Approval

Any Item listed in this section may be acted upon by the Committee. In accordance with A.R.S. §38-431.03 (A) (2), (3) or (4), the Committee may vote to enter into the Executive Session to discuss any agenda item. The executive session will be held immediately and will not be open to the public.

AGENDA

- a. Department of Revenue** **Exhibit 2**
State Tax Accounting and Reconciliation System (STARS) Discovery and Planning Phase - RV23006
The Department of Revenue is requesting approval for a change request to the original PIJ RV23006 for Time, Scope and Budget in order to support the remaining 12 months of the 18 month Discovery and Planning Phase (2/9/2024 - 2/28/2025)

- b. Department of Economic Security** **Exhibit 3**
DBME Returned Mail Solution - DE24011
The Department of Economic Security filed the initial PIJ in order to purchase the OPEX machines because of the length of time required to build and deliver each machine. This change request is to add the development of a Robotic Process Automation (RPA) solution that will automate the returned mail process from returned mail received to include system updates, client outreach and case prep for staff decision making.

4. Information Update - Presentation

No vote will be taken on these items.

- a. Department of Administration** **Exhibit 4**
HRIS - AD22009
As requested by ASET Oversight, ADOA is providing an informational only update to the status of their HRIS project.

5. Information Update - Written

No vote will be taken on these items.

- a. The Department of Revenue** **Exhibit 5**
ADOR FY23 Technology Refresh - RV23007
The Department of Revenue is requesting approval for a change request to the original PIJ RV23007 for the end date to be moved to from 06/30/2023 to 10/31/2023.
- b. The Arizona Department of Administration** **Exhibit 6**
Business One Stop - AS21008
The Arizona Department of Administration is providing an informational only update to the overall status of their Business One Stop Systems project.

AGENDA

VII. Adjournment

Next ITAC meeting is **January 17, 2024.**

ITAC Members:

J.R. Sloan - State Chief Information Officer (Chairman)
Representative Quang Nguyen - House of Representatives
Representative Michael Carbone - House of Representatives
Vacant - State Senate
Jegadesan Krishnamurthy (V) - Private Industry
Brian Kirkland (V) - Private Industry
Eddie Cook (V) - Private Industry
Vacant (V) - Private Industry
Vacant - Local Government
Vacant - Federal Government
Vacant (V) - Director of State Agency
Vacant (V) - Director of State Agency
David Byers (V) - Director of the Courts
Vacant (V) - Private Industry or State Government
Lev Gonick (V) - Private Industry or State Government
Richard Stavneak - Director of the Joint Legislative Budget Committee
Ryan Murray (V) - State Chief Information Security Officer

Americans with Disabilities Act

Persons with a disability may request reasonable accommodation, such as a sign language interpreter, by contacting ADOA-ASET at 602-542-8944. Requests should be made as early as possible to allow time to arrange any accommodation.