SIPA Board of Directors
Minutes of Meeting
March 7, 2024
12:00 p.m. to 1:30 p.m.
Virtual meeting

1. Call to Order
Chair Mark Ferrandino called the meeting to order via web conferencing at 12:02 p.m.

Roll call and determination of quorum was performed.

Ernesto Chavez, David Edinger, Mark Ferrandino, Jason Harris, Heidi Humphreys, Jesse Marks, Danielle Morrill, Hannah Parsons, Samuel Taussig, Representative Brianna Titione, and Representative Ron Weinberg were all in attendance for roll call.

Senator Mark Baisley, Secretary of State Jena Griswold were excused.

With 11 members in attendance at roll call, a quorum was established.

Tony Gherardini and Senator Kevin Priola arrived after roll call.

2. Meeting Business
Approval of Agenda
- Ernesto Chavez moved to approve the meeting agenda. The motion was seconded by Representative Ron Weinberg.The motion was approved unanimously.

Approval of February 1, 2024 Board Meeting Minutes
- Representative Ron Weinberg moved to approve the minutes of the Board of Directors meeting on February 1, 2024. The motion was seconded by Jesse Marks. The motion was approved unanimously.

3. Executive Overview - Ajay Bagal
Ajay Bagal, SIPA's Executive Director, presented his Executive Overview, which included an update on the Tyler Technology Platform Accessibility Project, a new Accessibility Grant Program, and the SIPA DGS Grant Program. Director Bagal indicated that SIPA is seeing growth in many areas, including payment processing

and overall usage of services and software provided by SIPA to Colorado governments. He further indicated that SIPA is shifting to a more customer-centric approach.

4. **Tyler Technology Platform Accessibility Project Update**
   Jerrod Roth, SIPA's Chief Technology Officer was joined by Drew Levanway, Account Director and Brian Anderson, Chief Technology Officer, both of Tyler Technologies to provide an overview of Tyler Technologies colorado.gov platform with regard to accessibility. A copy of the presentation has been placed in the Board Dropbox.

   Mr. Roth provided a brief summary of last month's update which included a very high level explanation of the plan. He indicated that this month's update would include more details around the plan, including the timeline.

   Mr. Levanway described the activities that have been completed since the last update, the activities that are planned to occur between the board meeting and the next update, the risks and issues that have arisen, and the Tyler Technologies compliance plans.

   The Colorado CMS Accessibility project has completed its first phase of the project with a number of compliance efforts occurring in February. The project is currently in its second phase, which is testing and evaluation. Tyler Technologies provided a high level timeline for the Colorado.gov platform to accomplish compliance by the deadline outlined within the adopted accessibility rules.

   Mr. Anderson added that this is a key project for Tyler Technologies, across several product lines. Their focus is to provide a seamless digital experience across Colorado.

5. **Accessibility Grant Program**
   Ajay Bagal, SIPA's Executive Director, and Dr. Catherine Kunst, SIPA's Chief Operating Officer, presented the Accessibility Grant Program. A copy of the presentation has been placed in the Board Dropbox.

   Dr. Kunst provided information on additional support that SIPA is able to provide to Colorado local governments to support their efforts in technology accessibility compliance. One issue that Colorado governments have identified is the large number of non-compliant .pdf documents on government websites.

   Allyant, a SIPA supplier, offers CommonLook software which can help convert Microsoft Office documents to be accessible PDF and/or identify .pdf documents that are not compliant with accessibility standards and bring them into compliance. Allyant is offering 5,000 licenses at a deeply discounted cost, along with training and webinars, that SIPA will then deploy to SIPA local government customers.

   Hannah Parsons expressed her gratitude to SIPA for providing this resource to local governments in Colorado. Danielle Morrill asked about renewals. Dr. Kunst indicated that the licenses are available for the first year at no cost to those Colorado governments that receive them. Those Colorado governments would need to cover the cost of any renewals. Jason Harris asked if Common Look works with .pdfs that are not created using Adobe. Dr. Kunst responded that the software currently only

works with Adobe Acrobat Pro and Microsoft Office Suite. Jason Harris further asked how local governments will be selected. Dr. Kunst indicated that discussions are still ongoing to determine how licenses will be awarded.

Hannah Parsons moved to approve the program and to move forward with the plan. The motion was seconded by Ernesto Chanvez. The motion was approved unanimously.

6. **DGS Grant Program Adoption**

Ajay Bagal, SIPA's Executive Director, and Noah Kaplan, SIPA's DGS Grant Program Director, presented information regarding the DGS Grant Program Adoption. A copy of the presentation and the DGS Program Manual have been placed in the Board Dropbox.

Director Bagal described the goals of the DGS Grant Program, which include using new revenue in ways that support SIPA's mission and purpose, provide a revenue stream to support the annual operations and maintenance for the Colorado DRIVES system, identify and fund projects that are backed by a strong body of evidence and/or have a well-defined theory of change, support innovative projects that push the boundaries of civic technology, and establish measurable success criteria for each grant and for the overall program.

Mr. Kaplan provided an update on recent progress, including the development of program materials, coordination with the Colorado Governor's Office of Information Technology, the recent hiring of the DGS Grant Program Director, forming the grant committee, and finalizing template grant agreements.

The proposed timeline for the program was presented, with the application process opening in April 2024 and award decisions scheduled to occur in September 2024. Ongoing reporting and project monitoring will occur at least quarterly.

Mr. Kaplan indicated that a Program Manual has been created. A copy of the manual has been placed in the Board Dropbox.

Mr. Kaplan concluded his presentation with next steps, including branding, developing a communication plan, and other program setup to prepare for the upcoming application period.

Heidi Humphreys asked how much money will be available. Director Bagal explained that there is approximately $5M currently available but that the amount will continue to grow. David Edinger asked if the criteria has been created for evaluation. Mr. Kaplan indicated that the criteria is available for review in the Manual.

Ernesto Chavez moved to approve the DGS Program Manual. The motion was seconded by Samuel Taussig. The motion was approved unanimously.

7. **SIPA Board Dashboard Presentation**

Ajay Bagal, SIPA's Executive Director and Derek Martinez, SIPA's Director of Financial Operations presented the SIPA Dashboard. A copy of the presentation has been placed in the Board Dropbox.

Mr. Martinez provided the top ten payment applications, which shows an increase in

transaction volume from the previous year. The restricted revenue pool, which is what will fund the DGS Grant Program, is currently over $5M. The line for SIPA funded projects shows that some money was returned for projects that were not completed. SIPA's non-adjusted net income is just over $3M.

Director Bagal explained the next steps for SIPA. SIPA will be presenting its annual report to the Joint Technology Committee on Thursday, March 14, 2024 at 8:00 a.m. Next month's board meeting will include updates on the Tyler risk assessment and SIPA's website accessibility project.

8. **Adjournment**
There being no other business, the meeting was adjourned at 12:57 p.m.