



AIS Committee Meeting Minutes July 18 2017

ATTENDEES

Region	Name	Present	Region	Name	Present
Midwest/Northeast	*Kris Schwiderson – Bay Mills	✓	Southwest/Southeast	*Sam Spang – Sac and Fox	✓
Midwest/Northeast	*Joe Van Alstine - LTBB		Southwest/Southeast	*Anna Sterner – Muscogee (Creek)	✓
Mountain Plains	*Brook Black – Spirit Lake		Western	*Greg Nothstine - ANTHC	✓
Mountain Plains	Keith Brown – Spirit Lake	✓	Western	Edward Bean - ANTHC	✓
Mountain Plains	Mary Green – Spirit Lake	✓	Western	*AC Sanchez – Coeur d’Alene	
Mountain Plains	*Connie Thompson – Crow Creek		FNS	*Linda Munday	✓
Southwest/Southeast	*Elliott Sarracino - Acoma	✓	FNS	*Dennis Sullivan	✓

* Committee Members

- I. Welcome
- II. Action Items from Last Meeting

Action Item	Person Responsible	Completed
Website for AIS Committee	FNS/Linda	✓
Send meeting minutes from June Meeting	Linda	✓
Send Meeting Invite for July Meeting	Linda	✓

III. Communication and AIS Committee Website

At the meeting last month, the Committee suggested that a website be established for the project similar to the website for the Food Package Workgroup. The website has been established. This is the direct link to the new page:

<https://www.fns.usda.gov/fdpir/automated-inventory-system-ais-steering-committee>

The Automated Inventory System (AIS) Steering Committee link is on the FDPIR page:

<https://www.fns.usda.gov/fdpir/food-distribution-program-indian-reservations-fdpir>

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IV. Recap of June Meeting

We met face-to-face at NAFDPIR last month. Topics included:

- AIS Juice Pilot updates – with two versions of AIS, one for the juice pilot sites and one for all other sites, it is important to make sure that you install the correct AIS updates.
- Items sold by weight – known problem with inventory management because the quantity of items varies. This will be looked into further with the new system.
- SSN – There are problems when clients don't provide their SSN. SSN use will be limited in the new system and will not be the unique ID for a client.
- Suggestions from Spirit Lake Food Distribution related to reports, scanning, ordering, issuance, and the main menu.
- Paperless and Certification – request to include these in the new system, although not in the initial release. Muscogee (Creek) uses laserfiche for certification and it allows them to be paperless. Anna Sterner offered to allow us to use their design, business rules, and data validations as the baseline for this implementation in the AIS replacement system so that we don't have to reinvent the wheel. It took them about 1 year to get everything in place with laserfiche.
- Project Status – currently in the acquisition phase. There is a two-step acquisition process: 1) software platform vendor selection, 2) system integrator selection. IT Capital Planning process is mandated by Congress and OMB and is in progress.
- Project Budget – The project budget is not at risk under the new administration. All costs for developing and using the system will be solely paid for by USDA and ITOs will not pay anything for the development and use of the system from their administrative funds.
- Communication and Website – a website was requested and has now been created for project communication.

V. AIS Sessions at NAFDPIR

The slides from the AIS sessions at NAFDPIR are available on the AIS Committee Website. The sessions covered updates on the AIS Replacement System Project including the goals and scope; the establishment of the AIS Committee, its members and responsibilities; and FNS activities to date. The acquisition process including IT capital planning and where we are in the process was discussed as well as the next steps. There was a brief discussion of the BMI (Business Management Improvement) project which will have minimal direct FDPIR impacts – the business processes will not

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change. There is a need for demand forecasting in order to establish long term contracting with USDA Foods suppliers. There was also a discussion regarding upcoming enhancements to the existing AIS system.

VI. Open Forum Discussion

- Project Status

There will be another survey of potential vendors for the software product selection to avoid a protest. We will probably change the way we'll do contracting which may accelerate the integrator selection process. There are many new IT reporting requirements under the new administration. We are still waiting on the appointments of the Under Secretary for the Food, Nutrition, and Consumer Services and Administrator for the Food and Nutrition Service. Update: Secretary Perdue announced on July 19th that Brandon Lipps will serve as Administrator of FNS.

A question was posed about the opportunity for an Indian-owned company to bid as the system integrator.

It depends on the contracting vehicle as to whether an Indian-owned company could bid directly or would need to partner as a subcontractor with another qualified firm. FNS will look into the ability to have an Indian-owned set-aside or incentive.

- Paperless and Certification

Three tribes have a system for certification: Menominee, Muscogee (Creek) and Chickasaw.

Muscogee (Creek) uses laserfiche for their certification and a paperless solution. A question was asked about the cost of implementing laserfiche. Anna Sterner did not know the cost for implementation related to FDPIR because it was implemented for a number of tribal needs, not just for FDPIR.

Menominee has a custom built application developed internally by their tribal IT staff. The technical landscape includes: Microsoft SQL, VB/.NET front end, and DevExpress third party controls and tools. The system has no external interfaces.

Chickasaw has an integrated application for FDPIR which includes certification (they do not use AIS.) The system was developed with the Great Plains development framework because the tribe was already using Great Plains for other tribal programs. It is not a web-based system.



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- Meeting Frequency

It was suggested that we meet less frequently such as quarterly until things are moving along further. The Committee feels that this is a good idea. FNS is pursuing ways to have collaborative meetings to develop some of the initial system requirements. As such, we may want to continue to meet on a monthly basis.

VII. Next Steps

- Next Meeting

TBD

3:30 PM Eastern Daylight Time

2:30 PM Central Daylight Time

1:30 PM Mountain Daylight Time

12:30 PM Pacific Daylight Time

11:30 AM Alaska Daylight Time

- Topics for next meeting

- Meeting minutes

ACTION ITEMS

Action Item	Person Responsible
Schedule next meeting and send calendar invite	Linda
Send out meeting minutes and post on website	Linda



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NEXT MEETING

Date	Time
TBD	3:30 PM Eastern Daylight Time 2:30 PM Central Daylight Time 1:30 PM Mountain Daylight Time 12:30 PM Pacific Daylight Time 11:30 AM Alaska Daylight Time