

**South Carolina General Assembly  
Legislative Services Agency**



**FY 19-20  
Budget Presentation**

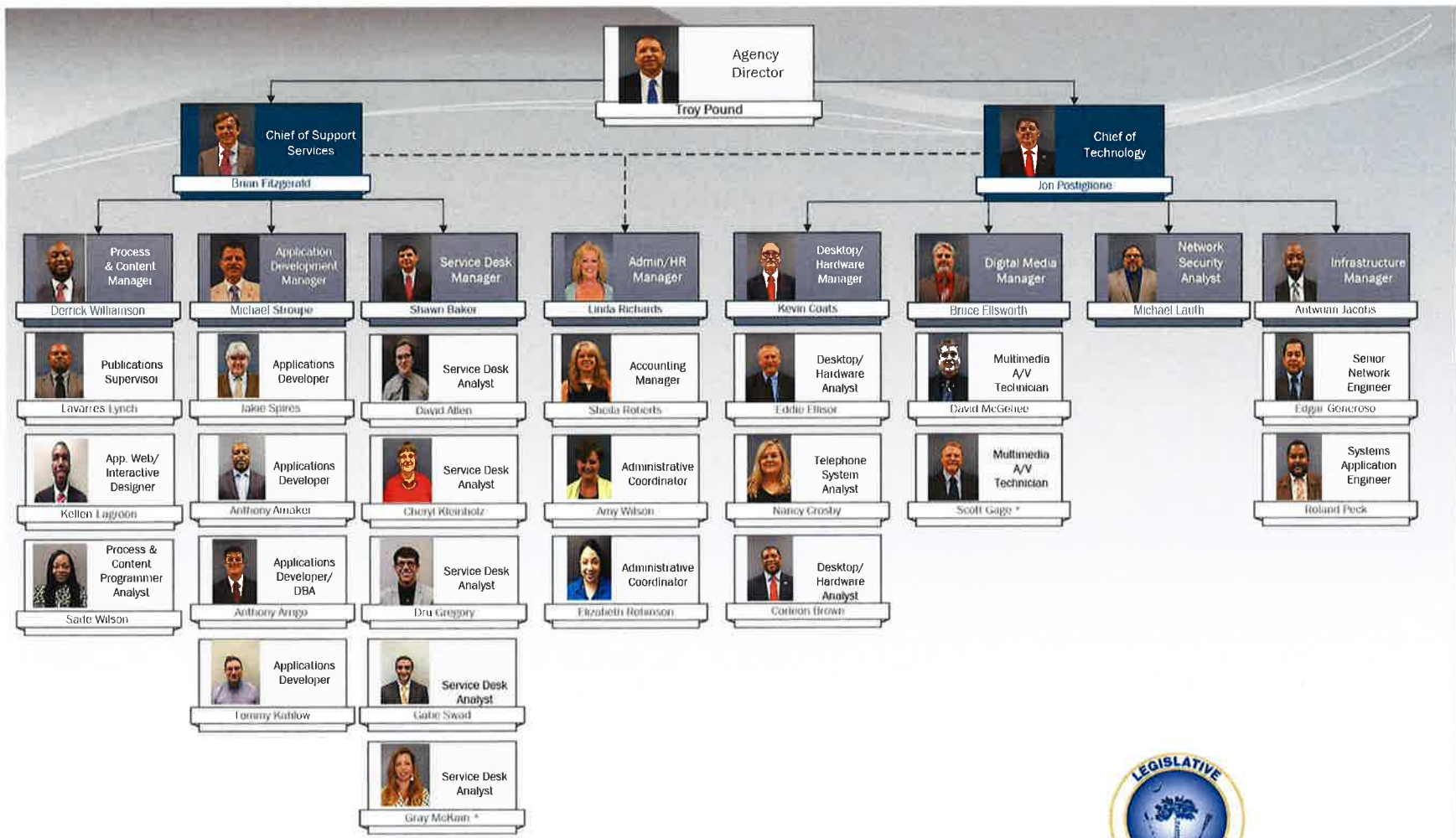
December 31, 2018

Troy Pound  
Director



**Legislative Services Agency Key Official**

Troy Pound – Director  
[troypond@scstatehouse.gov](mailto:troypond@scstatehouse.gov)  
(Tel) 212-4490



Legislative Services Agency Organizational Chart – 31 FTE, 2 PT  
December 2018



## Legislative Services Agency

Legislative Services Agency's mission is to efficiently provide electronic information technology services and printing to the Senate, the House of Representatives, the Legislative Council and the Code Commissioner. Legislative Services Agency is responsible for processing and publishing actions and materials which are generated by the General Assembly, including, but not limited to, all daily and permanent work. Daily work consists of calendars, journals and bills. Permanent work includes the permanent forms of the journals and Acts and Joint Resolutions, which contain new statutes. LSA supports Legislative Council and the General Assembly in meeting their mandated and constitutional responsibilities without regard to partisan politics. LSA provides Internet and local network connectivity, desktop hardware & software custom programs, data processing, on-line research capabilities, help desk services, telephone services, training to system users, a complete website, live video and audio from the chambers and committee rooms streaming to the internet.

- Legislative Services Agency is requesting \$200,000 recurring funds to help support our business continuity process for our disaster recovery site at USC Upstate Spartanburg and for the expansion of technology in committee rooms. Additional recurring funds will help offset monthly and annual budget expenses for these projects.

**BUDGET PRIORITIES SUMMARY**  
**Legislative Services Agency**  
**FY 19-20**

FY 19-20 Budget Priorities Summary												
Legislative Services Agency												
Budget Priorities				Funding					FTEs			
Priority No.	Priority Type (non-recurring/recurring/other funds adjustment/federal funds adjustment)	Priority Title	Priority Description	Non - Recurring	Recurring	Other	Federal	Total	State	Other	Federal	Total
1	Recurring	Other Operating Expenses	Support business continuity processes for off-site data services and committee room technology expansion		\$200,000	\$0	\$0	\$200,000				

**Carry Forward to FY2019**

Other Personal Services	\$18,758.32
Other Operating Expenses	\$968,163.79
Employer Contributions	\$65,528.94
Unclass. Leg. (Perm)	\$295,296.74
Director	\$49.72
Unclass. Leg. (Temp)	<u>\$18,866.25</u>
<b>TOTAL CF</b>	<b>\$1,366,663.76</b>

The General Assembly business cycle is unique. Historically, LSA has carry-forward funds.



**Legislative Services Agency FTE Breakdown**

33 FTE  
31 Filled  
2 Vacant



# Legislative Services Agency Strategic Initiatives

- Enhancing end user experience with the development of new applications
- Ensure appropriate security for South Carolina General Assembly Technology Systems
- Ensuring staff has access to educational training
- Educating staff/users through monthly and quarterly communications
- Provide a disaster recovery site to protect data integrity and availability
- Enhancing the network infrastructure with technology improvements
- Enhancing the delivery of media on the audio/video network

## Legislative Services Agency Technology Investments

### **New Application Development**

- Apple and Android mobile applications are set to be released in the spring of 2019. This application allows users to stream video and follow legislative content including bills, sponsors, committees and terms.
- Agenda Management System expanded to additional House committee rooms.
- House and Senate Intranet sites were deployed, providing members and staff a single point of access to internal applications, human resources, LSA Learn, calendars, and other internal content.

### **Security Controls**

- Encryption of all traffic between staff and server ensuring the highest level of application security
- Internal and external web applications were upgraded to require use of HTTPS secure communication.
- Made system wide changes documented from third party audit based on security standards

### **Providing Education through LSA Learn Platform**

- Web-based learning environment allowing staff to take LSA classes online at their own pace, earn badges/certifications
- Repository for internal policies, tech-tips, cyber-tips, how-to videos, and other staff resources
- The Legislative Service Desk sends technology tips and how-to documents via email. Tech Tip topics include keyboard shortcuts, screenshot tools, out of office replies, and other frequently used items
- Cybersecurity awareness training for users in the form of Cyber Tips, helping reduce risk of user data exposure



### **Disaster Recovery Site (Update)**

- Installed remote connectivity to the internet
- Replicating backup data to Disaster Recovery Site.
- Installed Oracle Support server at Disaster Recovery Site

### **Infrastructure Improvements**

- Upgraded Microsoft Virtual Infrastructure to latest release.
- Migrated to Microsoft Active Directory 2016
- Network switching and security enhancements
- Installation of Web Security software
- Cleaned up / rewired all communication closets on State House campus.
- In preparation for the end of Microsoft support for Windows 7, desktops and supporting server infrastructure were upgraded to Windows 10.

## ***Disaster Recovery and Business Continuity Plan***

During 2015 the Legislative Services Agency (LSA) requested funds to support a disaster recovery plan. During 2016 and 2018 the plan was funded to support this effort. One-time funding was received two of the three years to support this implementation. The initial stage of planning was completed during the calendar year 2015. Currently, LSA is configuring services for business continuity at the upstate disaster recovery site. During 2016 and 2017 hardware was purchased for the disaster recovery site to complete the installation. This disaster recovery plan documents the process to recover mission critical data and ensure business continuity. In the event that our main datacenter goes offline from a natural or unnatural event, LSA has a plan to recover the information technology infrastructure and services that support the South Carolina General Assembly. Applications that are protected by a disaster recovery plan are the main website, email services, bill drafting and publishing applications, internet services and other mission critical infrastructure. The disaster recovery site has been set up in the upstate of South Carolina.