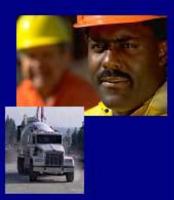






Logistical Issues









### **Office Equipment**

- Initial 50 Personal Computers and server have been purchased on behalf of the Board.
- The Board's PCs will be networked to each other, and securely (via firewalls) connected to the Commonwealth's network (including Internet access); Board employees will have functional state e-mail addresses.
- Department of Revenue Information Technology staff is reviewing initial license application processing system to possibly recommend one for use by the Board.



# **Office Equipment**

- Office telephone system (call hold, forwarding, conference calling, etc.) and 50 telephones have been purchased on behalf of the Board. Employees will have voice mail capabilities. System is expandable based on Board employee hiring growth
- Copier, fax machine, printers also purchased on behalf of the Board



#### **Website**

An initial PGCB website (<u>www.pgcb.state.pa.us</u>) has been developed and is functional.

 Website will provide public information on Board activity, links to Act 71, contact information, explanations of Board and licensee hiring, minutes of Board meetings, and other appropriate information.



# **Electronic Document Management**

- If the Board chooses, the Department of Revenue can use its existing infrastructure to create electronic images of all license applications submitted. Revenue currently does this for several other state agencies.
- Electronic imaging will allow authorized Board employees to view license related documents online, negating the need to handle and store paper documents.



### **Summary**

- To assist the board in becoming functional as soon as possible, some initial acquisitions (PCs, telephones, etc.) have been made on the Board's behalf.
- If the Board chooses, Department of Revenue Information Technology staff can assist the Board with other I.T. initiatives (either temporarily or permanently) via an interagency agreement between the two agencies.