Dugan Petty called the meeting to order at 10:30 a.m.

Approval of Minutes – Dugan Petty
Motion: It was moved and seconded to approve the minutes.
Action Item Update:
Ben Berry intends to present ODOT’s response to the security policies at a future CIOMC meeting.

Sean McSpaden will present the Enterprise IRM Strategy tactical plan at a future CIOMC meeting.

SDC Governance Model – Mark Reyer
Mark Reyer provided an overview of the proposed SDC Governance Model. The proposed model was presented to the CNIC Advisory Board. DAS Director Lindsay Ball and Agency Directors would be the members, with Lindsay as the chairperson. The board would be responsible for: policy development and implementation; SDC scope and responsibility; financial oversight; consolidation and cost savings oversight; standards oversight; exception process; cost allocation guidance; and legislative updates.

Mark would chair the SDC Technical Committee and CIO Advisory Board. The SDC technical committee would be responsible for SDC standards and architecture, implementation coordination, agency migration planning, technical forums and ad-hoc technical solution committees. The CIO Advisory Group would be comprised of Agency CIO’s, the State CIO and the SDC Administrator. Their role would include service level reports, project status, SDC financial report and key issues and initiatives.

Members expressed concern that the SDC would not involve agency CIOs in the changes that the SDC makes. They are concerned that changes are being made without appropriate discussion with them. There is a desire to establish a solid connection between the SDC and agency CIOs. Members felt CIOs needed to be aligned with the SDC governance layer that was involved in addressing agency business needs. The CIOs felt they need to be included in the governance and decision-making at both the advisory board and technical committee levels.

Mark welcomed participation from the CIOMC members in the technical forums. The technical forum provides information on a variety of topics such as servers, storage, applications, etc. Mark has received positive feedback to the information shared at the forums.

Technical standards are to address only tier one issues now. Standards have been set for firewalls, midrange and mainframe servers. The SDC is continuing to work on migrating to the established standards. Additional standards and policies will be established collaboratively by SDC and the agencies. The SDC will be interactive with all the agencies to implement.

The shared services governance model originally put in place was not the right model for the SDC. The governance structure that was in place for the project will be replaced with a new structure for ongoing
operation. The intent is to change the governance from a body that steers a project to more of a business-based board of directors. The new governance model represents a cultural change instead of a technical change.

Dugan is scheduling a meeting with CIOMC members (SDC clients) and John Koreski to collaborate with Mark Reyer to come up with a viable approach to SDC governance as it applies to CIOs. A list of ideas is being developed to present to the CIOs. Dugan has scheduled a meeting for September 5. Mark promised to collaborate with the CIOs to make this work.

MSP Contract Update – Diane Lancaster
Diane Lancaster reported the Managed Service Provider (MSP) multi-agency work group has held two meetings. The next meeting is September 10, 2007. The work group charter has been finalized.

MSP work group members:
• Cindy Miller, ODOT
• Leonard Higgins, Employment
• Shannon Rand, Employment
• Nick Betsacon, DAS EISPD
• Sean McSpaden, DAS EISPD
• Eric Sokol, PERS
• Paul Illyin, PERS
• James Moering, DAS SPO
• Michael Lamon, DHS
• Jan Maddux, DHS
• Pete Mallard, DHS
• Harold Grondahl, DHS
• Virgil Mahaffey, DOC

The committee is reviewing the original contract scope to see where we are at today. They are completing an assessment of the pilot and reviewing the contract process. A preliminary report will be ready for review in October. Through this effort, we are ensuring that the contract is working well. The contract provider, nextSource, has provided excellent information to DAS SPO.

Deep concern has been expressed that the contract would not continue. Diane does not anticipate the contract being terminated. It is working.

Action: Diane Lancaster will provide a preliminary report to the CIOMC in October.

ERMS CoP Endorsement Request – Mary Beth Herkert & Paula Newsome
Mary Beth Herkert requested and received CIOMC endorsement for all future procurement of Electronic Records Management Systems (ERMS) and related components to be DoD 5015.2 certified. The request to adopt DoD 5015.2 as a standard will be moved to the CIO Council for their approval.

Mary Beth reported the ERMS CoP met on August 7, 2007. The group unanimously voted to require that all ERMS and related components such as document management, content management, e-mail archiving and imaging systems purchased by state agencies be DoD 5015.2 certified. The group discussed the belief that as more and more agencies purchase these certified products, the state will be better able to retain long-term electronic information in electronic form as opposed to having to convert it to paper or microfilm.

Mary Beth requested guidance as to who sets the effective date for implementation of the DoD 5015.2 standard. The ERMS CoP recommended that the effective date be set as soon as practicable.
Dugan said EISPD would be responsible for drafting an administrative rule. The standard exception process and grandfather issues would be included in the rule. Members felt a tentative date for the rule would be around the first of the coming year.

A survey will be conducted by the ERMS CoP to assess what systems (including components) the agencies have in place now. The CoP is expected to bring back to the CIOMC what the inventory would entail.

**Action:** The ERMS CoP will seek endorsement for future procurement of all Electronic Records Management Systems (ERMS) and related components are DoD 5015.2 certified from the CIO Council at the September 19, 2007 meeting.

**Action:** ERMS CoP will report to the CIOMC an inventory of the agencies ERMS at a future meeting.

**Roundtable – All**
Ben Berry reported that he has been reviewing the investment and assessment costs that ODOT pays for service at the SDC. Ben and Barry Nathan created a presentation.

Daryl Landrum, Lottery, Information Systems Manager and Project Manager was introduced.

Scott Riordan introduced Matt Matson, the newly hired Operations and Policy Analyst 1 for EISPD/ITIP. Matt will be working on enterprise strategy, portfolio tracking, governance support, legislative tracking and performance management.

Scott reported for Sean McSpaden that EISPD/ITIP is gearing up to work with BAM to build the IT budget instructions.

Scott Smith said the offer is still open if anyone would like to meet with the Jive CEO to discuss the Enterprise Collaboration Toolset. The meeting would be held at the Jive corporate headquarters in Portland. This meeting provides an opportunity to explore the Enterprise Collaboration Tool suite and to ask any questions you may have.

**Action:** Scott Smith will send Dorothy Oliver the Jive meeting information.

Dugan Petty met with Representative Riley to review the IT contracting survey and report. Dugan reported he had an effective dialog with Representative Riley on the contracting issues covered in the report. Representative Riley spoke about the possibly of moving Quality Assurance from the Executive branch to the Secretary of State.

Dugan announced Lynn Beaton as the new Business Continuity Planning Manager in EISPD.

**Service Management Pilot Update – Bret West & Melody Riley**
Melody Riley provided a diagram of the CMDB Common Data Model. A three-day requirements work session was attended by ODOT, Revenue, Forestry, DEQ and DAS. The outcomes of the work session will be posted to the IT Service Management Academy Website. To complete the requirements additional work sessions will be scheduled.

The diagram is available: [https://intranet.egov.oregon.gov/sites/DAS/IRMD/CIOC/management_council/index.jsp#Meeting_Materials](https://intranet.egov.oregon.gov/sites/DAS/IRMD/CIOC/management_council/index.jsp#Meeting_Materials)

Dugan requested a status report with the recommended next steps to be presented at the next CIOMC meeting.

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**Action:** Melody will send out the link to the chart to the CIOMC members.

**Action:** Melody will present the progress report at the next CIOMC meeting.

**Action:** Theresa Masse will present Information Security Policies, how is Implementation Going and how can ESO Facilitate Implementation at a future CIOMC meeting.

The meeting adjourned at 12:00 p.m.