

CIO Management Council

August 17, 2005

Approved 8/31/05

Attendees: Curt Amo, Ben Berry, Bill Crowell, Bob DeVyldere, John Koreski, Stan McClain, Mike Zanon

Others: Robert Hulshof-Schmidt, State Library; Nancy McIntyre and Terry Guza, DHS

IRMD Staff: Sarah Gates, Scott Smith, Scott Riordan, and Christine Samples

Mike Zanon called the meeting to order at 10:30 a.m.

Approval of Minutes

Motion: It was moved and seconded to approve the minutes as presented.

Planning for the Oregon Virtual State Documents Repository - Robert Hulshof-Schmidt

Robert Hulshof-Schmidt presented the legislation that empowers the depository, impact on state agencies, technology needs, and timeline of the Oregon State Library repository.

The main job of the Oregon state Library Repository is to provide ongoing access to state documents particularly digital documents. They have recognized that there is an increasing shift to electronic publishing. The repository is trying to simplify the requirement process for agencies. The State Library before required as many as 30 print copies be provided, they have decreased that number dramatically. What makes the repository feasible is most agencies already have electronic publishing, often in replacement of print publications. The State Library now has a consistent content management system, TeamSite, ideally everything that gets published goes through the content management system so there is an easy way to keep track of the publications. There is now a legislative mandate from House Bill 2118, it essentially does two things, reduces the number of required printed documents by the Oregon State Library and requires agencies to provide copies of electronic documents. The library is currently defining what a "document" is in regards to what is required to be sent to the repository.

One impact of electronic documents is fewer libraries will act as physical repositories; state universities and Multnomah County will remain with the physical repository program. Once there is a virtual repository every library in the state that has internet access could become a full repository. The virtual repository impact on state agencies will reduce the printing burden, dropping the required print copies from 15 to 10 is the first step. Ten copies are required for two to remain at the state library and the other eight are distributed to repository libraries around the state.

The planned workflow is when agencies publish document to a website there will be an agreed upon metatag to let the library know it's there, then the library will catalog it accurately and the document will be accessible to everyone through the library catalog. Scott Smith mentioned that on the workflow process within metatagging it would be possible for the library to receive a notice when agencies are metatagging documents that need to be sent to the repository, but there needs to be a standard metatagging process for flagging documents. The long term goal of the repository is to receive zero printed documents.

At an earlier CIO management council meeting Roy Turnbaugh requested that IRMD step forward and come up with an e-mail document management proposal; there is not any resource to do this now. Curt Amo proposed to formally remove this as an action item.

ACTION: Christine give the May 3rd minutes to Mike Zanon.

Ben Berry mentioned that ODOT has a business case for e-mail archiving process that is almost ready to share.

Performance Measures

John Koreski reported that there are concerns about keeping the format the same for all performance measures. We are going to take our performance measures and place them in the current correct format. Bill Fink was not concerned about the content on the already created performance measures. Bill Fink has yet to confirm an implementation date; the CIOMC should anticipate a January 1st.

There is a workgroup designated to draft an implementation plan, which must be lined up with the budget process. The benchmarks for performance measures will go to the Oregon Progress Board; each agency will establish their own benchmark. The appropriate benchmarks may be different between agencies even though the performance measures may be the same, this is do to the size and difference of agencies.

The Performance measures were driven out of a DAS group headed by Laurie Warner, these will fit as a chapter in the Administrative Services Performance Measures Program and the legislature is asking for comparison between agencies with these.

ACTION: Bring implementation plan back to the CIOMC and submit the actual performance measures.

Architecture– Scott Riordan

It was discussed that the CIO Council has by policy an obligation to create an enterprise wide standard architecture and standards for the state. We have committed in our strategic plan that in three weeks we will have established a committee to assign this body of work; a proposal was made to consider either changing the milestone date or be prepared at the next CIO Council to announce the committee and consider a draft charter.

In 2000-2001 we had a standards directory that was quite expansive; it looked back at what has happened around the state. Now we have an adaptive architecture design, once we have the pre-work done, we will establish common standards with which to begin simplifying the state. Scott Riordan discussed the Zackman framework; it is a more simplified business view of how the architecture is going to go. There is a new way of viewing architecture around the country, it takes business information technology and solutions or applications and it defines the current state, inventories it, and maps it. You build a current state model, collectively you build a to-be state, and then an action plan is created to migrate the enterprise towards the future state.

We need to select a direction as this intersects with a number of operational issues we are having around the state, we should have the architecture figured out before the consolidation conversations get to far down the road. The state may need to create a role of Chief Technology Architecture to lead this up on behalf of IRMD and the CIO Council. If that is the direction we go then the POPS need to be done by November 30, 2005, decisions need to be made not on the end product, but on how we are going to encourage a solution to it. The suggestion was made that we wade into this process slowly; there is a large range of possibilities for this. Our initial recommendation on architecture should focus on architecture around infrastructure. This shall represent the state of Oregon, we do not want to create something that continually needs to be reset, and this should be built on a business case.

Shall we create an RFI to see what vendors think and their suggestions to this program?

ACTION: Next several agendas 30 minutes to discuss Architecture.

Scott Smith

Scott Smith discussed that the new workflow for DHS was released Monday morning, the new workflow improved their publishing process, and this will be released to everyone shortly. They are now 80 percent done with the metatager that will not redo anything that has already been done. The Secretary of State has agreed to remain with IRMD and EDS.

Scott met with Laurie Warner, John Radford, Mike Zanon, and Lisa Vanhorn from the State Controllers Division. Laurie said launch the full scale E-Government strategic planning program process as soon as possible, since there is a November 30 deadline for POPS and March deadline for the pricelist. A discussion ensued and it was decided to have a full day E-Government summit; where we have a round table in a facilitated way, to reach a collaborative product. Part of what would help is if there's a clear definition of what E-Government is. Scott Smith would like to have this discussion in a summit to flush out all of the details. It was suggested that the directors or deputy directors with the CIO's attend the summit.

Scott Smith would like to see a prioritized list in a more detailed comprehensive planning phase at a high level and detailed best tactics. The objective of E-Government is to allow any function that participates with the state government to be done thru the Internet.

Scott Smith requested time with the DAS internal auditor to reconstruct all the financial records of the E-government and put a frame work in place for records management, future audits.

Shawna Weeks is currently on loan to Scott Smith from Sarah Gates and the position has now been recommended to be transferred to the E-Government program, when proposed to Laurie Warner she agreed. The impact to the council will be there is now no resource for the Performance Metrics project Shawna was assigned to by CIOMC. IRMD has no funding to assign or hire a new person for this project; this decision halts or suspends the Performance Measure project Shawna was working on. It was mentioned that DHS may have someone they can loan to IRMD for this project.

ACTION: Future date on the agenda to cover performance measures.

Sarah Gates discussed the IRMD budget. The question was asked, "What is the vision the CIO management council wants from IRMD in the future?" as we prepare for the 2007-09 budget. Sarah has requested to engage this group in helping define what is moving forward with IRMD. It was decided to have a half day work session with key players to discuss and decide the future vision of IRMD.

ACTION: A half day conference with the CIOMC to discuss 2007-09 budget.

Adjourned at 12:10 p.m.