

CIO Management Council November 22, 2006

approved 12/06/06

Attendees: Dugan Petty, Curt Amo, Ben Berry, Bill Crowell, Bob DeVylidere, Jeff Marecic, Stan McClain and Marc Williams

EISPD Staff: Sean McSpaden, Scott Riordan, Christine Samples and Charlene Wood

Other's present: Jack Doyle and Dennis Wells

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

Approval of Minutes

Motion: Minutes were approved as amended.

Action items were reviewed and agreed upon by members.

Update: The IT Research and Advisory RFP has been issued with proposals due November 29th. The review team will be comprised of Sean McSpaden, Tim Avilla, Alan Hanawalt and Nick Betsacon. Sean will give an update at the next meeting.

Update: Ben Berry met with Bill Crowell to discuss the statewide Open Source Middleware and Development Tools Inventory. Ben will work with the agencies to create an inventory plan for their current open source software. The statewide OS Middleware and Development Tools Inventory charter will be complete in two weeks and ready for CIO Management Council review.

Action item: Ben will present the statewide OS Middleware and Development Tools Inventory charter at the CIOMC meeting on December 6th.

E-forms

Scott Smith reported on the E-government E-forms program. The objective of the program is to minimize the cost for acquiring electronic forms and to provide maximum service flexibility. E-forms has been in progress since November 2005 and will go live in January.

The cost of Adobe E-forms licenses is being offered to the agencies at more than 70 percent off the Adobe list price and 50 percent off state rates, maintenance fees are as much as 80 percent off. E-government will host the forms and complete the data extraction. Once a certain volume level has been reached the cost will be one cent per transaction.

There are no up front or initial costs to the state for this project. If the state decides not to purchase any Adobe forms there will not be a penalty. E-form services can be ordered through E-government and paid for by the agencies on a per-form basis. Prices in the statement of work are valid for two years from the date of initial acceptance. Prices may be adjusted annually after the initial two-year period by no more than five percent for three additional years.

Included in E-forms is the option to have data extracted and sent to the requesting agency or inserted directly into an existing application. The cost for this feature is not per form but the total number of transactions per month per agency; a transaction is when the data is extracted from the form and delivered to the agency. Contact Scott Smith or John Gugel for additional information about E-forms.

Members discussed this option as being a self funded service model. The service is paid for by usage without the need for additional assessment. It was asked what number of agencies is needed to make this continue to be a self funded service. Scott Smith responded that Saber Consulting has the numbers of agencies and he will include them in his presentation to the CIO Council. Bill Crowell would like to schedule some time with Scott Smith to discuss E-forms and how it would fit into his business process and strategy.

Action: Scott Smith will present the status of the E-forms effort at the December 12th CIO Council meeting

EIRMS

Dugan brought the members up to date on the status of the EIRMS. Two iterations of the draft document have been completed since the last CIOMC meeting. The three objectives in the foundational goals: are Enterprise Architecture (EA); budgeting and resources; and governance. The steering committee is proposing a governance board or advisory council that would report to the director to oversee the goals and objectives in the strategy.

Dugan met with DAS Director Lindsay Ball. The governance model that Lindsey wants to see under his leadership is one that primarily engages the agency directors. Lindsay wants an actionable strategy before an all agency directors meeting is held. As a result, the meeting will be deferred to a later date possibly in January.

Members discussed our obligation to implement Lindsay's perspective on how he wants to govern. A consistent governance model is needed. Lindsay wants a strategy that is narrower and more focused. The CIOMC will continue to align the strategy to the state business plan. There are three concerns that Jeff Marecic does not want us to lose sight of:

- 1) Once a governing structure is in place it is important that we have continuity throughout the project, since large IT projects take a lot of time and leadership changes.
- 2) How to keep new tasks that come from subcommittees prioritized and decide if we are doing the right thing.
- 3) How to ensure we stay strategic vs. tactical and help develop the tactical plan in both the CIOMC and the CIO Council.

Stan McClain said we are postponing the CIO briefing meeting that was scheduled for November 30th.

Action: Charlene will contact the CIO's to let them know the November 30th meeting is cancelled.

Action: Charlene will contact the CIO's to let them know the Dec 7th meeting will be deferred until January.

JLCIMT MAJOR IT REPORT

Sean McSpaden said that we are obligated to give the Joint Legislative Committee Information Management Technology (JLCIMT) regular reports on the status of the states major IT projects. Sean distributed the final report and explained the rating criteria created to address JLCIMT member's requests. The *Green* project budget and schedule rating is reserved for projects that are at or under the baseline budget. The *Yellow* project budget and schedule rating is reserved for projects that are zero to fifteen percent above the baseline budget. The *Red* is reserved for those projects that are over fifteen percent above the baseline budget.

One of the opportunities we have in the first and second quarter of 2007 is to propose an evaluation and rating criteria for the next JLCIMT report. The current criteria we use are custom for Oregon and not used in other states or by the Gartner group. Gartner recommends using the *Green* category to represent zero to five percent, *Yellow* to be six to nine percent and *Red* would be above ten percent. We have an obligation to defend the criteria we use and to ensure the criteria is in alignment with best practices across the nation. Sean and Dugan have been meeting with the members of the JLCIMT committee to inform them that we are implementing the rating criteria that was requested by the JLCIMT committee.

Open Source discussion:

Stan McClain asked Bill Crowell if he had submitted his written testimony to the JLCIMT. Stan would like Bill to remove the matrix on the last page that references the desktop analysis and remove the paragraph above that references the desktop assessment.

Bill said that he hadn't submitted the testimony yet. The reference to the desktop analysis is included in the draft testimony document which Bill has sent to Dugan and Stan for review.

Marc asked if the testimony was representing the Council or DHS.

Bill said that it represents the community of practice chartered by the CIO Management Council.

Ben said that if it is representing the CIOMC then we should all see it.

Bill said communications with the legislature are to be open and transparent. If we are going to complete an assessment of the desktop, which is part of the current plan, then we need to say it. Even though the assessment of the desktop has not been fully developed or approved on how we are going to implement it.

Dugan recapped previous conversations by saying the CoP would look at a methodology to assess the viability for open source on the desktop. What the CIOMC approved in the last meeting, (the CoP charter) does not talk about the desktop. As the CoP chair, Bill is looking to submit the document to the CIOMC before he testifies at the JLCIMT. Dugan said the desktop has received a lot of attention and he suggested that while reviewing Bill's draft JLCIMT testimony we also have the agreed upon minutes from prior CIOMC meetings.

IT Project Compliance

Dugan and John Radford met to discuss the possibility of hosting an IT compliance conference the early part of next year. They will be bringing in vendors to discuss project compliance, project initiation, accountability and best practices.

Roundtable

Bill (DHS) submitted a proposal today to the American Public Human Services Associations Information Services, to request sponsorship to hold a national symposium on OS technology and development of communities within Human Services. DHS and OSU will partner together to host the symposium. Debra Bryant (OSU) helped develop the tentative schedule and executive summary, Bill drafted the proposal letter. Bill and Ben met with Stuart Cohen, CEO Open Source Development Lab. The open source lab wants to consider vertical market development management services applications as an extension of their business.

Marc Williams gave the reminder to discuss CIOMC membership at the next meeting.

Sean said the 2007 Legislative Session is starting in January. Our office serves a coordinating role for any submitted IT bills. We will continue to take a collaborative approach with the CIO Council.

Dugan said we will be taking an active role in the cross agency issues to ensure the coordination point is identified. Dugan reported that the State CIO interviews will begin in December. Tentatively during the week of the December 14th - 18th the agency CIO's will have an opportunity to meet with the candidates.

Stan requested the CIO Council meeting on December 12th to be held from 3-5 in order to have the ESO/Verisign Digital Certificate overview from 2 - 3.

Action item: Discuss CIOMC membership at the December 6th CIOMC meeting.

Meeting adjourned at 12:10