

CIO Management Council December 20, 2006

approved 01/17/07

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

EISPD Staff: Theresa Masse, Scott Riordan, Christine Samples and Sean McSpaden

Other Staff Present: Nancy McIntyre, Tim Avila, Dennis Wells and Bret West

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

Approval of Minutes

Motion: Minutes were approved as amended.

IT Performance Management - Nancy McIntyre

Nancy reported phase one of the IT Performance Management pilot project was completed as scheduled. Agencies are measuring on an agency by agency basis, on their appropriate set of measures.

The second phase was to create a high-level definition of what IT Performance Management would encompass on a state-wide basis. The IT Performance Management Framework has been completed. The proposed next steps are to receive confirmation of concept and direction from the CIOMC.

Nancy gave an overview of the IT Performance Management framework which is posted on the intranet.

Discussion

Agencies will need to determine what steps to complete (COBIT has this language very well defined) for their own business use. If this is the right direction then the group will look to ITIL and COBIT models in order to create alignment. This model potentially allows you to develop an assessment tool. The framework and the model allows for sharing of best practices within the CIO Council. When the CoP is complete we will need to determine where the ITPM will be housed. Dugan would like to review the resource requirements. The model allows for enterprise wide activity. The framework provides the areas that will be assessed. The legislature is interested in comparing multiply agencies at one time. It was motioned and seconded to recommend the CIOC adopt the IT Performance Management framework.

Action: Nancy will send the CIOMC electronic copy of the handouts.

Action: Nancy will present and seek approval of the IT Performance Management Framework at the next CIO Council meeting.

Enterprise Acceptable Use Policy - Theresa Masse & Jeff Marecic

A workgroup, established by Lindsay Ball, was formed to review the Enterprise Acceptable Use policy. Discussion has centered on the amount of personal use of state owned equipment agencies should allow. We are here today to request the CIOMC make the recommendation to present the draft policy at the CIOC. Security, productivity and personal use of state property have been the overriding issues in the review of the policy. This policy will be vetted with the Administrative Service Managers Group and the CIO Council.

Theresa said we are looking to standardize the policy. She reviewed the areas in the policy that were highlighted for discussion.

Use of E-mail:

E-mail is to be used only for state related business.

Option 1 – allow limited personal use of e-mail, internal only.

Option 2 – allow limited personal use internal and external.

State agencies are responsible for monitoring e-mail use and messages. An option given is to indicate agencies may (or will) monitor e-mails on a random basis or for cause.

Personal Use:

Personal Use of Internet, E-Mail, Networks and Services:

Personal use of the Internet is prohibited. Using the Internet increases the risk of exposing state information assets to security breaches. The state will only accept the risk for state business.

Option 1 – allow limited personal use.

Option 2 – allow personal use only during pre-defined (scheduled) lunch and break periods. Consider increased volume in network consumption if numerous staff are accessing the Internet for personal use during the same timeframe. Additional verbiage would be added, “as long as there is no or insignificant cost to the state and such use does not violate these guidelines”.

State agencies are responsible for monitoring use of information systems and assets to ensure compliance. An option given is to indicate monitoring may be random.

Discussion:

A strict personal use policy may discourage future employees from accepting employment with the state. HRSD needs to be included in the discussion of the policy because of their concern about monitoring, if you are going to monitor one person then you have to monitor all (i.e. this person does it too).

The members identified other areas that should be included in the review of this policy at the CIO Council:

1. Strategy for small, medium and large agencies to monitor the usage.
2. DAS HRSD to attend the CIOC meeting.
3. Identify a facilitator for the CIOC meeting.
4. Review the draft policy from a technology stand point.
5. Review for clarity of applicability.
6. Government Standards and Practices.

It was motioned and seconded to present the policy to the CIOC for their recommendations from a technology perspective.

Enterprise IRM Strategy Update - Dugan Petty

Dugan Petty, Sean McSpaden and Scott Riordan will be meeting with Kris Kautz and Lindsay Ball this Friday afternoon.

Roundtable - All

Jeff Marecic thanked Baron Rodriguez for his involvement as a member of the 2006 CIO Management Council.

Ben Berry completed his action item by sending the CIOMC the amended version of the State Government Open Source Inventory.

Sean McSpaden will have Charlene Wood send the IT Asset Management inventory policy and guidelines to the CIOMC members.

Dennis Wells reported that Computer Associates and ASAP will present a portfolio management presentation, "View from the Top" on January 16th at the Veterans Auditorium. Dennis will forward information to Christine Sample for distribution to the CIOC members.

Baron Rodriguez is serving on the Oregon CIO summit board with Ben Berry. If anyone has any topics of interest please send them to Baron or Ben.

Bill Crowell has received a request from DAS to complete an inventory of cell phones and blackberries; including identifying each user and the business justification. Dugan responded that the request was sent out yesterday to all agency heads from Lindsay Ball. DAS has been asked by the Legislature to submit a policy and a report on cell phone usage. Kris Kautz worked with the Administrative Service Managers Group to develop the policy and report. It did not meet the expectations of the committee making the request. DAS has been asked to report exactly who has cells phones and the basis of issuance. DAS developed a survey document to ask agencies to identify who the phones are issued too and the basis of issuance. If you need more feedback or information contact Dugan Petty or Kris Kautz.

Dugan recognized Baron for his service to the CIOMC in 2006. The January 3rd meeting will be rescheduled to the afternoon due to the interviews with State CIO candidates.

Sean McSpaden reported that the IT Research and Advisory contract will be finalized next week.

The meeting adjourned at 12:05 p.m.