

CIO Management Council

February 1, 2005

Approved 2/15/06

Attendees: Curt Amo, Ben Berry, Bill Crowell, Bob DeVyldere, Jeff Marecic, John Koreski, Stan McClain, Baron Rodriguez, Marc Williams, Mike Zanon

Others: Dennis Wells of DHS

IRMD Staff: Susan Columbus, Sean McSpaden, 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 with one change to the second page.

Open Source Community of Practice- Dennis Wells

Dennis Wells presented a handout of the draft Open Source Communities of Practice charter. Dennis has received input from Stan McClain, Debbie Bryant and John Koreski and incorporated those changes into this document.

Bill Crowell has volunteered to be the lead for the Open Source Community of Practice. There will be a core team consisting of Bill Crowell and other state CIO's. They will lead up this community of practice and assign sub-teams. The core team will report back to the CIO Management Council chair and make recommendations to the CIO Council on any Open Source model. The core team will identify what the Open Source opportunities are, prioritize them and then assign those to sub-teams, Dennis recommends two to three sub-teams. This draft is open for discussion, please send any changes or comments to Dennis Wells before the February 7th CIO Council.

The core team will establish what their meeting agenda's will be and the amount of time/frequency they will meet. The sub-team meeting frequency and length will be decided upon based on their assignments. These opportunities are conceptual the core team will make the decisions about what the sub-groups will do.

Action: Remove the "Opportunities list" from the charter.

Community of Practice-Scott Riordan

Scott Riordan provided a hand out of a draft Community of Practice policy. Stan McClain stated that this is a great example of making a policy a reality. We are now looking to agencies to come together/join together to collaborate and provide leadership and accountability.

Scott Riordan presented a high level overview of the Community of Practice policy. Fundamentally these are ideas; this is modeled after the state IT governance policy. Scott's objective within this draft is a comprehensive look at the policy. The implication is that this policy is a fundamental preset of the CIO Council that we operate collaboratively.

In general there are five levels of Community of Practice, ranging from topical/short term to a formal construct. The goal is to put experts and business people in the same room together. The general policy gives a very high level understanding, it sets a new venue for innovative thinking that crosscuts agency boundaries. Normally the CIO Council will oversee the Community of Practice; but whoever charters a Community of Practice must have an executive sponsor. The purpose of the policy is to set expectations to optimize government responsibility.

The question was asked, what role DAS would play in different agencies Community of Practice? This is a DAS policy; it does not mandate DAS oversight. This concept can be for more than just IT, we will practice in IT first. There is a risk of too much process around Communities of Practice. The question was asked, do we need a policy for Communities of Practice? It was suggested that we modify the Governance policy instead of creating a new policy. The sponsor piece we want to keep in place for legislative reporting purposes and on the last page the methodology as to how the Communities of Practice need to produce their work products. The final product should have a common methodology and oversight to commission these Communities of Practice. These need to be kept in place whether it is a policy or a directive.

ACTION: Edit the policy and call it Community of Practice for Information Resources Management. Take to Full CIO Council for approval as a policy or not, reference in the Governance policy, or EIRMS document. Mike's recommendation is to have a "Community of Practice Best Practices" instead of a policy.

Business Continuity- Disaster Recovery

As a team, Ben Berry, Mike Zanon and Susan Columbus created an example of what could be done for a Disaster Recovery plan. When finalized this will be the Disaster Recovery Plan for the SDC. This needs to be looked at as a collective item. The disaster recovery options we have are: status quo (keep our own current plans); a third party hot-site for recovery; state reciprocal agreement (take a data center that we already own and staff and equip it); use the burns site; and a vendor mobile recovery truck (have to put on contract). The second page of the disaster recovery plan contains sample numbers for examples of what to consider.

Susan Columbus wanted the council to have a fundamental sketch of what the BCP plan would be for the 12 SDC agencies. Mark Reyer would like all 12 agencies moving into the SDC to fill out an application inventory; with this inventory disaster recovery plans can be created. Susan would like the recovery times prioritized in the inventory list. Mark said if he has this information it's his team's objective to determine what the most cost effective way of providing that functionality would be and then agencies can adjust their recovery times.

ACTION: Susan Columbus will work with BCP coordinators to create a full list of recovery items.

Architecture & Standards – Stan McClain & Scott Riordan

Stan McClain proposes the full CIO Council approve adopting an Enterprise Architecture and Standards program.

Curt Amo gave a handout of how this should be structured. Curt recommended continuing the education and awareness piece. We will first need to focus on business architecture. By focusing on an Enterprise Architecture Business plan first, we could then update our IT Strategic plan which needs to be redone before the next biennium and this will allow us to build a business case.

We need to move this out of the conceptual phase and create a program. There needs to be a team put together to focus on the business piece. The first item to be completed is to acquire executive sponsorship/leadership. Until we have business heads/executive leadership involved this will go nowhere; this has to be business driven not IT driven. We will try to work with Pat Allen from the governor's streamlining office. Jeff Marecic will volunteer his time for this.

ACTION: Full CIO Council to endorse on Feb 7th. Curt Amo will lead this discussion for the next CIO Council meeting.

Integrated Finance/HR/Procurement Shared Services - Ben Berry

Ben Berry read the CIOMC draft letter in support of integrated Finance/HR/Procurement shared services. Based on the 2005-09 Statewide Strategic Plan, it is the CIOMC's conclusion that DAS should create a long-range plan to implement an integrated system for shared finance, human resource and procurement services. The council also recommends that in the short term DAS not pursue implementation of any non-integrated finance, human resources or procurement information management systems.

ACTION: End of first sentence change "which was updates in 2005 by the states CIO Council (council)". Change silo to standalone or something similar. Rephrase "DAS not pursue implementation" to something the effect of "no new investments in the current system should be made prior to conducting a more comprehensive assessment the merits of the business case associated with developing an enterprise ERP".

There being no further business the meeting was adjourned at 12:18