

## **CIO Management Council February 27, 2008**

approved 04/09/2008

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**Attendees:** Dugan Petty, Peter van den Berg (for Ben Berry), *Rick Howard*, Sarah Myers (for John Margaronis), Dorothy Oliver, Sandy Jefferson and Kathryn Naugle

**EISPD Staff:** Scott Riordan, Ed Arabas, Sean McSpaden, Darrin Wellington and Charlene Wood

Other: Paul Stembler (WSCA), Dianne Lancaster, Lena Ferris, Chris Mahoney, Melissa Canfield (DAS SPO)

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

### **Approval of Minutes – Dugan Petty**

Members moved and voted to approve the minutes as revised.

### **Action items update:**

BMC is scheduled to present at the March 12, 2008, CIOMC meeting. Discussion evolved around whether or not the CIOs would like to hold the presentation before the CIOMC meeting or on a separate date and time.

**Action:** EISPD will e-mail the CIOs to determine what date and time would be best to hold the Remedy presentation.

### **Open Action:**

E-mail Bret West with your questions or comments about Remedy.

**Technology Refresh Committee Update:** Sean McSpaden reported the Technology Refresh Committee (TRC) met on February 26, 2008. Paul Stembler, Assistant Director, Materials Management Division, Minnesota Department of Administration, provided an informational presentation on the Western States Contracting Alliance (WSCA). The TRC will continue to meet every two weeks to establish the Tablet and PC standards. Sean said we will use the previous customer satisfaction surveys/vendor performance reviews as a baseline for the options analysis.

### **PC & Laptop Contract Strategy – Dianne Lancaster & Paul Stembler**

Dugan introduced Paul Stembler, Assistant Director, Materials Management Division, Minnesota Department of Administration. WSCA membership consists of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Minnesota, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington and Wyoming.

WSCA's primary purpose is to establish the means by which participating states may achieve cost-effective and efficient acquisition of quality products and

services. Cooperative purchases are developed by member states. Oregon has been participated in developing both the 2004 and the 2009 RFPs. The new schedule will not be substantially different from the 2004-2009 contract. The current schedule is effective until September 2009.

Sean reported a small work group is being formed in cooperation with SPO to develop a business case/options analysis document of the state's re-bid of its own PC and laptop contracts next year or the alternative use of the WSCA PC and laptop contracts in the future.

**Action:** Charlene will forward Paul Stembler's presentation to the CIOMC membership.

### **State Data Center Governing Board – Dugan Petty**

Dugan reported the SDC Governing Board draft charter has been updated. The charter was suggested as a means to formalize the relationship between the SDC and its agency customers. The governing principles have been defined and we are working on identifying participation levels. The SDC Governing Board is exploring governing model alternatives that will work for the SDC. Dugan will create a pros and cons document and a summary of all comments received.

Statute states the Director of DAS is ultimately responsible for decisions made within DAS programs. The DAS Director can delegate decisional authority to the governing board, but the DAS Director remains responsible for any decisions the governing board makes. Another meeting will be scheduled with the agency heads.

### **Roundtable:**

Rick Howard - DHS - McKenzie and Company is creating a report on the baseline and benchmarking as part of the DHS transformation initiative. A child welfare staffing study identified numerous levers to bring the program into alignment.

Dorothy Oliver – DCBS – E-permitting has scored the proposing vendors. DCBS is in a second protest phase. The SDC has configured an SDC Annex at DCBS.

Sarah Myers – Lottery – is working with ERP vendors in preparation for the replacement their central gaming system.

Sean McSpaden –The Budget Process kick-off meeting is scheduled for March 6, 2008, in the Employment Auditorium. PMA will again be sponsoring Business Case training in both March and May 2008. PMA has graciously allowed us to pre-register agencies for the training.

Sandy Jefferson – Forestry has been reviewing their budget, funding streams, and the decreasing resources from the Federal government. The housing market

has affected the manufacturing of lumber products. Forestry Department has had a few lumber sales that no one has bid on. Forestry is contacting their regular bidders to discover what is going on.

Dugan reported on the Climate Savers initiative and distributed the program criteria.

### **EIRMS Tactical Plan V1.0**

At a previous CIOMC meeting members suggested that EISPD consider holding a half or whole day tactical plan forum for agency resource estimation. The ITIP staff brought forward three options:

#### **Option 1 - half day session in March or April 2008**

Program managers would provide an introduction and outline of resources required for their specific program area. High level review of the tactical actions.

#### **Option 2 – full day session in March or April 2008**

Program manager's presentation and outline of resources required. Facilitated workshops focused on prioritization and agency resource impact.

#### **Option 3 – Monthly sessions until all initiatives are covered**

The program manager's presentation and outline of agency resources that are required. Facilitated workshop that is focused on prioritization and agency resource impacts of initiatives on active list and the coordination of efforts to complete them.

**Action:** Sean will post the Tactical Plan on the Web and send the link to the CIOMC membership.

**Action:** EIRMS Tactical Plan V1.0 forum for agency resource estimation will be added as a future agenda item.

Dugan adjourned the meeting at 12:07 p.m.