

MINUTES

CIO Management Council



Meeting Date: January 13, 2009

Attendees: Dugan Petty, Troy Rutten, Bob DeVyldere, Ben Berry, and Ed Klimowicz (for Rick Howard)

EISPD Staff: Carol Zielinski, Sean McSpaden, Phil Harpster, Stacie Younk, Nick Betsacon, Paula Newsome, Ed Arabas, Scott Riordan, and Charlene Wood

Dugan Petty called the meeting to order at 1:00 p.m.

Approval of Minutes – Agenda Overview – Dugan Petty

The December 16, 2008 minutes were approved as revised.

Dugan announced that John Koreski is the new State Data Center (SDC) Administrator.

Pending Action Update:

ACTION: Wally is identifying collaboration tools issues as he works towards developing policies. Dugan will e-mail the CIOMC for feedback on collaboration tool issues.

UPDATE: Wally has been working with Jive and others on these issues. Wally sent out the list of policy issues to the CIOs and invited comments.

ACTION: Form an IT Terms & Conditions Workgroup.

UPDATE: The first meeting is scheduled for January 22, 2009.

ACTION: Dugan will e-mail the CIO's to see if there is interest in forming a group or forum to review the concept of contracts for agile development that do not have commonly understood deliverables.

UPDATE: Sean sent an e-mail request to the CIOC members requesting workgroup participants. Ben Berry, Julie Pearson, Lloyd Lowry, Ed Klimowicz (someone from DHS), and Albert Gauthier have volunteered to participate.

ACTION: Ben to present ODOT's independent contractors risk management matrix to the CIOMC. Add topic to future CIOMC meeting.

UPDATE: Ben will present at today's CIOMC meeting.

Independent Contractor Risk Worksheet – Ben Berry

Ben distributed the Independent Contractor Risk Worksheet to the members. The IRS formerly used what has become known as the "Twenty Factor" test. The twenty factors have been consolidated into eleven main tests and organized into three main groups; behavioral control, financial control and the type of relationship of the parties. The risk matrix worksheet is completed as a new contract is developed to determine the risk of independent contractor issues. The worksheet puts a defensible and practical process into place for agencies to follow. The worksheet allows the agencies to make the decision on what the agency can do to mitigate risk.

ODOT has shared the worksheet with the State Procurement Office (SPO). ODOT will be meeting with the Department of Justice (DOJ) to seek their approval. ODOT will conduct three pilots using the worksheet. Dugan suggested that Ben share this worksheet with Diane Foster, Administrator, Human Resources. Ben would like to present the worksheet to the CIOC in a couple of months.

IT Asset Management Final Report – Sean McSpaden, Phil Harpster & Stacie Younk

Sean gave a brief overview of the IT Asset Management policy that was revised in September 2008. A Web site was developed to share all the templates, policy, and pertaining documents. The policy required five core elements from agencies; lifecycle replacement plans, tagging of assets (capital and non-capital), submission of IT asset coordinators names, collect and submit inventory report, and submit inventory report with software compliance statement.

Phil reported that 57 agencies submitted IT asset inventory reports. 26 agencies included the software compliance statement. The charts have been broken down by subtypes. There are 70,000 records in the database. The report will be posted on the ITAM Website.

Action: EISPD will post ITAM report on Website on Friday, January 23, 2009.

EIRMS Steering Committee – Dugan Petty & Sean McSpaden

Dugan announced that the Enterprise Information Resource Management Strategy (EIRMS) kickoff meeting would be held on January 23, 2009. The first phase of the EIRMS update will determine what the agency business needs are and how IT can address those needs. The second phase will determine the ability of IT to respond to the business requirements. The third phase will determine the final set of strategic initiatives and finalize the tactical plan.

DAS Director Scott Harra will serve as the executive sponsor. The members of the steering committee are Dugan Petty, Kris Kautz, John Koreski, Marc Williams, Kay Erickson, Clark Seely, Lisa VanLaanen, Bob DeVylidere, Rick Howard, Ben Berry, David Almond, Jeff Marecic, George Naughton, and Julie Bozzi.

Please send any questions or comments to Dugan.

Desktop Power Management Discussion – Nick Betsacon & Phil Harpster

Nick briefed the members on the Desktop Power Management forum. The information forum was attended by 14 different agencies. The presentation laid out the spectrum of the desktop power management environments. Gartner was present and discussed the importance of having a policy in place. Gartner provided a list of best practices. One of the items that needs to be completed is establishing a baseline. DAS intends to work with a vendor to obtain a sampling of our baseline consumption. The results of this project will help to determine what the next steps should be. The agencies' reaction to the forum was favorable.

The current policy is undergoing revision. EISPD staff have provided DAS/Facilities their comments on the policy. The current policy has been in place for one year and is under internal DAS review.

Please send any questions or comments to Nick Betsacon.

Roundtable – All

Bob DeVylidere – WRD – reported a meeting has been scheduled to discuss agency interest for a statewide procurement for hosted e-mail service. There is a six-week work plan to get this together. Revenue is currently pursuing an intermediate procurement.

Ben Berry – ODOT – requested names be added to the CIOMC and CIOC list of future topics.

Action: Charlene to add names to the lists of future topics.

Trygve Larson – ODPR – is involved in network price agreement for alternative network communications methodology. Because ODPR has remote locations, they are looking at alternative ways to get a T1. The prices agreement will be written for multiple vendors and price points for agencies to use.

Dugan adjourned the meeting at 2:36 p.m.

Next meeting:

January 28, 2009

10:30 – noon

DAS Executive Building

155 Cottage St NE

SFMS Conference Room