

# MINUTES

## CIO Management Council



**Meeting Date:** May 6, 2009

**Attendees:** Dugan Petty, Ben Berry, Albert Gauthier, Julie Pearson, Trygve Larson, Dorothy Oliver, Bob DeVyldere, and Ed Klimowicz (for Rick Howard)

**EISPD Staff:** Sean McSpaden, Scott Riordan, and Charlene Wood

**Others:** Dianne Lancaster and Melissa Canfield (SPO)

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

### Approval of Minutes – Agenda Overview – Dugan Petty

The April 22, 2009 draft minutes were approved as written.

### IT Terms and Conditions – Dianne Lancaster & Melissa Canfield

Dianne reported three IT Terms and Conditions workgroup meetings have been held with a fourth meeting in the planning stages. The participants in the workgroup are Jerry Woock, Ben Berry, Sean McSpaden, David Almond, and Julie Bozzi. Karen Johnson (DOJ) and Carol Henton (TechAmerica) are also participating in the work group. Diane pointed out the same issues that are happening in Oregon are happening nationwide. The Limitation on Liability from Iowa and the TechAmerica white paper have been a valuable key study. The work group plans on creating a draft charter and holding an educational forum.

Dianne distributed a handout of the major IT projects that SPO has worked on or completed. Please contact Melissa Canfield with any revisions or additional projects. Bob suggested adding an end date (month and year) to columns 2 and 3. Dianne encouraged CIO participation in the workgroups especially for the statewide price agreements. Melissa is working to complete a supplier's communication plan.

Dugan asked Diane if SPO would identify the IT Terms and Conditions for which agency CIOs have discretion to make decisions and which IT Terms and Condition were not discretionary. Dugan would like SPO to return with the report.

Dugan expressed his gratitude to Dianne and Melissa for attending the meeting.

**Action:** Dianne will report to the CIOMC with an IT Terms and Condition workgroup draft charter and the planning activities for the IT T&C educational forum.

### Fast Track Planning – Dugan Petty

Dugan reviewed the Fast Track Planning survey results. The CIOMC prioritized a revised list of recommended cost optimization concepts. The Administrative Business Service Directors (ABSD) was asked to undertake the same prioritization effort. Both the ABSD and the CIOs' agreed on the top six priorities. To benefit from the cost reductions and savings there is a need to move quickly in this biennium and the next biennium. The members discussed how many concepts should the CIOMC focus on. The first step would be to complete an opportunity assessment for the concept. Members discussed what agency resources it would take to implement the concepts. The members agreed the number of concepts were too many to complete and suggested cutting the list to three concepts. Undertake initial effort on concept 1 and 2, and combine

concepts 3 and 6 (3. contract brokering through cross agency consortiums, 6. streamline “software as a service”). Sean suggested outreaching to other governance bodies. Sean used the GIS Data Consolidation as an example. The members discussed the possibility of number 10 (GIS Data Consolidation) being handled by the Oregon Geographic Information Council (OGIC) and the SDC. It was suggested to send a memo to OGIC and the SDC to open the discussion. One member suggested the Enterprise Anti-Spam should be taken on by the SDC and perhaps it could be included on the CIO Advisory Council for discussion.

The prioritized list of concepts:

1. Renegotiate contracts, licenses and agreement
2. Web – based tools
3. Contract brokering through cross agency consortiums
4. Electronic payroll statements
5. Improve citizen access to government
6. Streamline “software as a service” (SaaS)
7. Enterprise Anti-Spam
8. Online Timekeeping
9. Telecommuting
10. GIS Data Consolidation
11. Expedite Shared Development and Use of code

Dugan outlined the recommended next steps:

- Coordinate actions with the enterprise business owners, in particular coordinating action with contraction and accounting to resolve the policy issues.
- EISPD is working on moving the longer-term strategic ideas to Enterprise Information Resources Management Strategy (EIRMS) update process.
- Solicit interest from agencies to work on refining and conducting opportunity assessments on the top five concepts.
- Complete an opportunity assessment for the top concepts.
- Based on the results of the opportunity assessments, form teams to further assess opportunity related resources benefits and schedule for a first-wave approach.
- Determine final priorities for pursuing the top five concepts.
- If resources are available, develop cross-agency action teams with defined project charters and targets.
- Pursue projects based on available resources.
- Issue a full report on the results of the Fast Track Planning process to the Legislative Fiscal Office.
- Track and monitor progress against charter and targets.
- Review and conduct opportunity assessment for remaining concepts to be pursued in Wave 2.

Dorothy asked about the identification of the web-based tools. Dugan said he would send her the web-based tools evaluation document.

**Action:** Charlene will e-mail the web-based tools evaluation document to the CIOMC members.

**Action:** Dugan will incorporate the changes to the Fast Track Planning report.

**Action:** Charlene will add Fast Track Planning to the next CIOC meeting agenda.

## **Enterprise Information Resource Management Strategy Timeline – Dugan Petty**

Dugan discussed and distributed the EIRMS timeline. The changes to Phase 1 include the addition of citizen needs and expectations from government. The key point is the DAS budget process starts up right now and we have until October 9 to submit our policy option packages. Those pieces have been added to the timeline. Generally, we shifted everything forward six months. The design of the project is still the same including the steering committee. The workshops would be scheduled in July, August, and September. The process will

need to begin in July to have completion by January 2010.

**Action:** Charlene will add EIRMS Timeline to the next CIOC meeting agenda.

**Action:** Charlene will add EIRMS Timeline to the next CIOMC meeting agenda if the EIRMS timeline is approved at the next CIOC meeting.

## Legislative Update – Dugan Petty

**House Bill 2145** is the EISPD housekeeping bill. The Rules Committee will hear this bill on May 8 at 3 p.m. in HR 50. The Rules Committee first heard this House Bill on April 15. There is a zero fiscal impact. There has been an amendment to change a few items.

**House Bill 2146** is the E-government fee assessment bill. The Rules Committee will hear this bill on May 8 at 3 p.m. in HR 50. The Rules Committee heard the House Bill on April 15. Amendment -2 was moved, adopted by the Rules Committee. There is a zero fiscal impact.

**House Bill 2405** did not move out of the House and has been removed from the agenda.

**House Bill 2500** is the transparency bill. This bill has moved from the House to the Senate.

**House Bill 2527** directs elected officials and state agencies who provide electronic information to public to provide notice of any electronic tracking feature embedded in electronic communication. Specifies that information obtained by official or agency through use of electronic tracking feature is exempt from disclosure as public record. This House Bill has passed the House and moved to the Senate.

**House Bill 3158** creates the Oregon Broadband Advisory Board. HJR6 is the companion bill. Do pass recommendation with amendment and was referred to the Ways and Means Committee.

**House Bill 3420** the “open source” bill. It appears that this Bill will not be moving forward.

## Roundtable – All

Dorothy Oliver reported there was an outage of the VoIP service due to a fiber cut in the Capital Mall area yesterday.

Sean McSpaden reported that EISPD is working in partnership with Bret West and the DAS Technology Support Center on a desktop power management assessment in DAS. We will be able to share the results sometime in the middle of June. The assessment will be part of the effort to establish a price agreement that would be voluntary, for the use of power management software tools.

Dugan adjourned the meeting at noon

### Next meeting:

May 20, 2009

10:30 – noon

DAS Executive Building

155 Cottage St NE

Conference Room A