

MINUTES

CIO Management Council



Meeting Date: July 1, 2009

Attendees: Dugan Petty, Barry Nathan (for Ben Berry), Troy Rutten, Julie Pearson-Ruthven, Bob DeVyldere, Ed Klimowicz (for Rick Howard), Dorothy Oliver, Theresa Masse, John Koreski, Albert Gauthier, and Randy Whitehouse

EISPD Staff: Sean McSpaden, Scott Riordan, Charlene Wood

Guests: Dianne Lancaster and Lori Nordlien (SPO)

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

Approval of Minutes – Agenda Overview – Dugan Petty

The draft June 18, 2009 minutes were approved as written.

State Information Security Plan – Theresa Masse

Theresa reported during a recent Secretary of State (SOS) audit there were two areas that Enterprise Security Office (ESO) needed to address to be in compliance. The first was developing a comprehensive State Information Security Plan and the second was establishing a detailed State Information Systems Security Standards and Procedures. The draft State Information Security Plan and draft State Information Systems Security Standards and Procedures documents were presented to the Enterprise Information Security Advisory Board on June 19th, and the board directed the ESO to distribute them to the CIOC and the Information Security Council for feedback.

Both the plan and the standards were developed in alignment with the International Standards Organization (ISO) 27001 and 27002. With the exception of compliance with the state information systems security standards and procedures, all the deliverables identified in the information security plan were already required of agencies under pre-existing policies. The standards and procedures identified also align closely with the updated National Institute of Standards and Technology Recommended Security Controls for Federal Information Systems and Organizations Special Publication 8000-53.

The ESO technical team worked with Burton Group experts to review and vet the standards and procedures to ensure they are in alignment with industry norms and standards. In addition to providing comments on the documents, the board requested CIO's to consider the impact of the enterprise plan and standards will have on their agency. More specifically, to identify any compliance gaps in their agency, an estimate of the effort required to reach compliance, and to identify what the language is in statute that is driving what the agencies need to do to be in alignment with the norms and standards.

The next steps include presenting the State Information Security Plan and State Information System Security Standards to the CIO Council and the Information Security Council for comments. All feedback must be received by [Linda Anderson](#) by July 24, 2009.

Action: Add State Information Security Plan – Theresa Masse to the CIO Council July 7 agenda.

Enterprise Email Value Proposition Workgroup – Albert Gauthier

Albert requested and received CIO Management Council endorsement of the Enterprise Email Value
For more information: Charlene Wood, 503-378-8366, charlene.wood@state.or.us

Proposition Workgroup Charter. The workgroup is being established in response to a request by the CIO Council to develop a common vision on how email services could be optimized across Oregon state government.

The purpose of the workgroup is to provide a venue and methodology to estimate and report the range of potential value that could be derived using an enterprise or multi-agency approach in the provisioning of email and related business services. In order for this approach to be effective, it needs to happen within a short timeline. The workgroup is sponsored and chartered by the CIOMC on behalf of the CIO Council. The charter effective date is July 1 - August 4, 2009.

Albert pointed out the charter is small enough to be inclusive but strategic enough to be effective. The workgroup proposes to evaluate and identify the state of the email systems. In order for the state to want to adopt a common, standard email system there has to be a value in it for the people. The workgroup plans to develop a methodology, a range of considerations, an inventory, and a concise set of options for the enterprise email platform.

John said we talked at the CIO Council about where the SDC is going with the e-mail and what is the platform. What we discovered through the email hub project was there is no central administration, and the SDC is not in the position to make those types of decisions. The need for some kind of email administration, whether it is through DAS, or any other agency was clearly identified.

Action: Add Email Standards – Albert Gauthier to the CIO Council July 7 agenda.

Action: Charlene will e-mail the charter to the CIO Council.

IT Procurement – Dugan Petty

Dugan reported that DOJ is completing a set of five terms and conditions forms that will address software integration and hardware IT procurements. The templates are largely consistent with the forms used by the state of California and Pennsylvania. DOJ should have the templates completed by the end of July or the beginning of August. Along with the roll out of the terms and conditions, the need for educating the agencies on the new terms and conditions will be important. The DOJ model rules making process is underway and should be completed by mid-August.

Dianne reported the Statewide Improvement Process (SIP) has defined 14 key processes that are efficient, effective, and innovative and supports government agencies to meet their business needs in a legal and timely manner. Knowing what the agency requirements are helps to define the process. The workgroup was provided the opportunity to think outside the box, and were encouraged to define how the process needs to operate in order to meet the agencies expectations.

The members concluded there is a need to understand where the current process is in order to build on where the agencies need to go. A clearinghouse of purchasing questions and answers will be helpful for agencies to know what their procurement options are. The need for contracts that would reduce cost, streamline processes with more outcomes were identified. The DOJ, SPO, and CIOC would team together with a focus on the required outcomes. The workgroup will also need to be involved at the agency level. Agencies use the MSP/WSCA contracts in order to avoid using the RFP process. It was suggested to share lessons learned with the agencies on the RFP process. The RFP is the least desirable method of procuring services and products. The agencies would like the opportunity to provide input for streamlining and process improvement.

The members agreed to move forward on the development of the IT Procurement Process workgroup. The IT Procurement process concept will be moved forward to the CIOC for full adoption.

Contact Dugan Petty or Bob DeVylidere if you would like to participate in the workgroup.

Contract Brokering – Julie Pearson-Ruthvan

Julie Pearson-Ruthven would like to change the draft charter to a phased approach. Scott Riordan will make the requested changes and return the draft to Julie for comments. The adoption of the charter by the CIOMC will be completed by e-mail.

Oregon Software Association – Dugan Petty

Dugan met with SPO and the software industry to discuss sponsoring a forum on how the state of Oregon purchases software. This forum would give the Oregon Software Association an opportunity to highlight what software is available and where the value proposition for the state lies.

Sean announced a GSA forum would be held on July 29, 2009 at the Employment Auditorium. More details will be provided.

Dugan adjourned the meeting at noon.

Next meeting:

July 15, 2009

10:30 – noon

DAS Executive Building

155 Cottage St NE

Conference Room A