

Chief Information Officer Council – Meeting Minutes

January 9, 2007

approved 2/6/07

The Chief Information Officer Council met at 2:00 p.m. at Labor & Industry, 350 Winter St NE, Salem.

Council Members Present: Jeff Marecic, Ben Berry, Royce Trammel (for Dan Adelman), Dennis Wells (for Bill Crowell), Bob DeVyldere, Sandy Jefferson, John Koreski, Toni Rogers, John Margaronis, Stan McClain, Kathryn Naugle, Jon Dolan (for Curt Pederson), Dugan Petty, Baron Rodriguez, Jim Roys, Julie Pearson, Bret West, Shelly Wiles, Mary Beth Herkert and Julie Bozzi

EISPD Staff Present: Scott Riordan, Theresa Masse, Christine Samples and Charlene Wood

Others Present: Jana Hart

Review of Agenda

Jeff Marecic reviewed the agenda for the meeting. Agency Focus - PERS will be moved to February's agenda.

1. Approval of Minutes/Action Item Follow Up – Jeff Marecic

Minutes were approved as revised.

2. Email Archiving Strategy – Mary Herkert

The Secretary of State (SOS) Archives is drafting a RFP for the purchase of an Electronic Records Management System (ERMS). The ERMS will be Department of Defense 5015.2 compliant. Agencies will have the option of purchasing their own licenses for Archives system or implement the purchase of their own system. The SOS submitted a Policy Option Package requesting \$1.5 million dollars to fund the ERMS.

Archives will work with agencies to assist them in developing their file structures. The file structure will be developed with proper retention and disposition schedules. The user will determine if the record needs to be saved and which file to save it to. The System Administrator will be prompted when the document is ready for destruction. Records will be accessible and stored at a central depository until the final disposition is met.

CIOC members discussed the ERMS RFP. The suggestion was made to utilize the RFP to establish standards for FileNet and GroupWise. Another suggestion was to query the CIO's on their agencies electronic records management system. Ben Berry reported ODOT spent one year writing their RFP. He is willing to share the ODOT RFP with Mary Herkert if she would like to use it as an example. Julie Pearson suggested assigning a group of advisors to work on the RFP. Dugan Petty said EISPD would explore the standard setting and make recommendations on the process and rule setting. If anyone would like to participate in a sub-group please contact Dugan.

Action: Dugan Petty will form an Electronic File Management standard setting sub-group. Anyone who has interest in participating should e-mail Jeff Marecic, Dugan Petty or Charlene Wood.

Action: Ben Berry will forward ODOT's RFP to Dugan Petty, Mary Herkert and Jana Hart.

Action: Charlene Wood will send an e-mail to the CIO Council requesting the name of their electronic records management system. Responses should include the name of the product or no we don't have a product.

3. ESO Updates & Acceptable Use Policy – Theresa Masse

A SANS training course on Securing Windows will be offered March 12 – 16; the price has been reduced, you can now send 3 for the price of 1. Registration must meet a minimum of 125 participants.

ESO finalized an enterprise contract with the Burton Group for research and advisory service.

ESO finalized a Risk Assessment master agreement with KPMG. The first task is to implement an enterprise information security business risk assessment, using a cross section of agencies. A questionnaire and on-site interviews will be used in the initial review. A high level risk determination will be made within the agencies.

The Acceptable Use draft policy is being reviewed for consistency and standardization. The discussion has centered on the amount of personal use of state owned equipment agencies should allow. Personal use has been the most controversial issue both for e-mail and internet. The Security Council, Administrative Service Managers Group and the Agency Heads will review the draft policy with final recommendation to be sent to the DAS Director for approval.

Theresa reviewed the areas in the policy that were highlighted for discussion.

Use of E-mail:

E-mail is to be used only for state related business.

Option 1 – allow limited personal use of e-mail, internal only.

Option 2 – allow limited personal use internal and external.

State agencies are responsible for monitoring e-mail use and messages.

An option given is to indicate agencies may (or will) monitor e-mails on a random basis or for cause.

Personal Use:

Personal Use of Internet, E-Mail, Networks and Services

Personal use of the Internet is prohibited. Using the Internet increases the risk of exposing state information assets to security breaches. The state will only accept the risk for state business.

Option 1 – allow limited personal use.

Option 2 – allow personal use only during pre-defined (scheduled) lunch and break periods.

Consider increased volume in network consumption if numerous staff is accessing the Internet for personal use during the same timeframe. Additional verbiage would be added, “as long as there is no or insignificant cost to the state and such use does not violate these guidelines”.

State agencies are responsible for monitoring use of information systems and assets to ensure compliance. An option given is to indicate monitoring may be random.

Remote login: State Agencies shall not allow users to log into state agency networks from remote locations unless they are using approved and provided remote access systems or software.

During the CIOC discussion they recommended to change to “approve” and leave out “and provided” in order to promote telecommuting.

This policy could be perceived as a negative message to our employees. The CIOC discussed the need to relay the message to staff that we trust them. The policy is not about trusting the employee but about protecting the confidential information that we have on our systems. Security, productivity and personal use of state property have been the overriding issues in the review of the policy. Bandwidth always remains a concern. The security risk for an outgoing e-mail is different then the security risk for an incoming e-mail. The policy can't stand-alone; it will

need to be managed. This restriction would increase manager's and staff' workloads.

4. EIRM Strategy Refresh Update – Dugan Petty and Scott Riordan

Dugan Petty and Scott Riordan gave a brief overview of the EIRMS. The steering committee is scheduled to meet next week to review the revised strategy. The Secretary of State Audit report, Quality Assurance report and the Quality Plus Engineering audit on CNIC were used as tools to assist in the revision. The key concepts of the strategy have been maintained. The goals have been moved around but they have not been removed. The strategy has been revised to bring vision into action.

5. Upcoming Legislative Session – Dugan Petty

Dugan Petty reviewed the January 29th, DAS EISPD Ways and Means Presentation with the CIOC members.

Scott Riordan received a list of over 200 pre-filed bills today. In his review there are five bills of interest to the EISPD department:

1. Senate Bill 34 ~ database for pharmacies
2. Senate Bill 69 ~ to repeal ORS 461.055, Eugene D. Timms and Jeannette K. Hamby Computer Archive Center
3. Senate Bill 85 ~ makes public bodies providing electricity or communication services subject to utility attachment regulation
4. Senate Bill 136 ~ establishment of an Oregon Wireless Interoperability Network department
5. Senate Bill 137 ~ authorize the Office of Emergency Management to sight radio towers

Theresa Masse reported there will be a bill on ID theft.

6. State CIO Selection – Dugan Petty

Dugan Petty reported that the DAS Director's office is negotiating an offer with one candidate and hopes to make an announcement soon.

7. IT Research and Advisory Contract Update – Christine Samples

Christine Samples reported that the IT Research and Advisory Services contract was executed with Gartner on December 29th with the aggregated price set. Dennis Wells reminded members that sharing Gartner information within our group could be accomplished using only paper copies not electronic copies. Access to Gartner information is limited to licensed users only.

Dugan Petty recognized Nick Betsacon and Sean McSpaden for their dedication and commitment to finalize the contract. The completion of the contract represents a significant savings for the state.

Action: Christine Samples will e-mail the Gartner procedure to the CIOC, when finalized.

8. Agency Sharing/Roundtable – All

Stan McClain requested information on the tools that scan and log documents electronically. Jeff Marecic said that PERS is using some FileNet tools and he will have his staff contact Stan.

Ben Berry reported that ODOT and DAS are developing an intergovernmental agreement. This will encompass an Enterprise Resource Planning System for ODOT and a statewide Human Resource Information System for DAS. ODOT is taking the lead on this project.

The members welcomed Julie Pearson as the new SOS CIO.

Dugan reported E-government will host an E-Forms Factory presentation the last part of January. The Governor's office will soon be requesting a strategic briefing memo. The memo should include: a list of the agencies 2005-07 completed major accomplishments; agency

strategic plan for 2007-09; a description of long term strategic challenges and how they will be addressed. The memo will be due by April 1st with comments given back to the agencies by May 15th. The final integrated strategic plan for all state government will be completed on June 15th.

Bob DeVyldere reported that Water Resources and DAS are working together to write a RFP for outsourcing their e-mail in a hosted exchange environment.

Jana Hart reported that DAS SPO had approved a special procurement to “initially” extend Price Agreement 1055 for six months, but that it expired, by direction from DAS director Lindsay Ball and with concurrence from DAS SDC administrator, Mark Reyer, on December 18, 2006.

Dennis Wells reported that Computer Associates and ASAP will present a portfolio management presentation, “View from the Top” on February 1, 2007 at the Veterans Auditorium.

The meeting was adjourned at 4:05 p.m.