

Chief Information Officer Council – Meeting Minutes

March 6, 2007

approved 4/3/07

The Chief Information Officer Council met at 2:00 p.m. at DAS West, 155 Cottage St NE, Salem.

Council Members Present: Ben Berry, Dorothy Oliver, Rick Howard, Vikie Bailey-Goggins, Bob DeVyldere, Kathy Dryden, Sandy Jefferson, Doug Juergensen, John Koreski, Bruce Craig, Lloyd Lowery, Lance Harris, John Margaronis, Stan McClain, Kathryn Naugle, Jon Dolan (for Curt Pederson), Dugan Petty, Ron Pope, Baron Rodriguez, Jim Roys, Bret West, Julie Bozzi, Eric Sokol and David Yandell

EISPD Staff Present: Sean McSpaden, Scott Riordan, Nick Betsacon, Paula Newsome, Theresa Masse and Charlene Wood

Others Present: Virginia Alster, Dave Howard, Jack Doyle, Dennis Wells, Tim Avilla, Nancy McIntyre and Bill Norfleet

Review of Agenda

Ben Berry reviewed the agenda for the meeting.

1. Approval of Minutes/Action Item Follow Up – Ben Berry

Minutes were approved as amended. The action items were completed as assigned. Ben reminded members to submit their nominations for the CIO of the Year Award to Sean Lowery (seanl@prosperaevents.com) who will provide you with the nominee form:

2. CIOC Charter – Ben Berry

The DAS Statewide IT Governance policy 107-004-040 outlines and defines the roles and responsibilities of the CIOC and CIOMC. The policy was reviewed and approved by the CIOC and the DAS Director. It establishes a formal methodology for all Information Resource Management (IRM) and IT related policymaking and standard setting. This policy authorizes and promotes the development and implementation of a state technical architecture.

The IT Governance policy is not in alignment with the EIRMS and there is a need for it to be reviewed. The CIOMC should take the lead and update the charter to reflect the current strategies.

Action: CIOMC is to review the Statewide IT Governance policy and return to the CIOC with recommendations. http://egov.oregon.gov/DAS/EISPD/ITIP/pol_index.shtml#Statewide_IT_Policies

3. EIRMS Update and CIOC Involvement – Dugan Petty, Sean McSpaden & Scott Riordan

Sean McSpaden reported that the EIRMS is two weeks from completion. During the DAS budget review, the GIS Utility was deferred which has delayed updating the deliverables in the EIRMS. The deliverables represent projects that EISPD managers are working on. We want to ensure that we have accurate and true information for the deliverables. The narrative content will not change. EISPD has been working on writing a report for Representative Riley and the Daylight Savings Time Summit.

Ben reiterated that the CIOC involvement is to determine what should be in the plan. In terms of our involvement our focus should be on the EIRMS.

4. Open Source Community of Practice – OS Inventory Initiative – Virginia Alster

The Open Source (OS) Community of Practice (CoP) was authorized on February 7, 2006 by the CIO Council. The CoP formed several sub-teams to focus on specific usage of OS technologies. The charter for the CoP includes the following key objectives:

- Strategically engage state government in the open source community with industry and academia.
- Prepare state government for the use of open source solutions, the adoption of standard open source software development and procurement methodologies.
- Operationally consider open source opportunities to accomplish the mission of state government and achieve the State's business objectives.

The OS CoP will fulfill the role of the steering committee for the OS Inventory Initiative. The role of the sponsor is vacant and Dugan Petty requested a volunteer to take the lead for the OS CoP.

Action: CIOC members are to consider if they would like to volunteer as the Open Source CoP Lead.

The [Open Source Inventory Initiative](#) outlines the inventory procedure. Each agency will inventory all open source middleware and development tools used within their agencies. The deadline for completing the inventory is March 28, 2007. If you need further information please contact Virginia Alster or Helen Baldwin.

5. Daylight Savings Time Status Update – Dave Howard

Dave Howard reported that the SDC is on schedule for patching and testing. The SDC has held two technology forums in order to share the information that has been received and the progress of the project. Steve Schaffer is the Project Manager for the Daylight Savings Time (DST) project. The DST summit was well received with good feedback. The Web site is on Oregon.gov and contains all the information shared at the summit. http://oregon.gov/DAS/EISPD/ITIP/Daylight_Savings_Time_Summit.shtml

Dave reported the overall DST patch completion is at 95 percent. On March 11th, 8:30 a.m., the SDC will host a conference call for overall status reporting and for sharing of information. An incident team will be on stand-by to take care of any issues that may arise.

Scott Riordan reported that E-government equipment is 100 percent patched.

Action: Doug Juergensen will e-mail Sean McSpaden with the question he wants sent to NASCIO for posting. Sean will forward the request to NASCIO.

6. Security Risk Assessment – Theresa Masse

In conjunction with the DAS Directors office 13 agencies have been selected to participate in the Security Risk Assessment. The master agreement with KPMG has been signed and Theresa is working with the agencies to write the statement of work (SOW). The assessment and final report should be completed in 90 days.

The Committee of Sponsoring Organizations (COSO) defines four broad risk categories:

- **Strategic Risks:** things that compromise or stand in the way of meeting strategic

goals, mission, vision and values

- Operational Risks: things that negatively impact day-to-day effectiveness, efficiency, performance and use of resources
- Reporting Risks: things that inhibit good communication, reliable information for decision making, and accurate reporting internally and externally
- Compliance Risks: Things that cause non-compliance and liabilities related to regulation, contracts and other 3rd party obligations

Theresa requested members share previously completed risk assessments with KPMG, so KPMG can be reasonably briefed before meeting with the agency. Theresa also requested a point person from each agency.

Action: Theresa will send the list of participating agencies to the CIOC.

7. IT Performance Management – Nancy McIntyre

Nancy McIntyre reviewed the framework and maturity model draft. Page 3 has been altered to show a more descriptive maturity level and page 4 has been added. The framework and model allows agencies to share best practices. The agencies will need to decide if this is of value and what value does it bring.

Dave Almond, Department of Revenue, has agreed to perform a pilot assessment using the maturity model. The results will be used to evaluate the pilot and to determine the next steps. Dave will report the results to the CIOC when completed. The goal is not to be at the top level but to test the model.

Nancy plans on using the CIOC Web site to share information and best practices from other agencies. The IT Performance Management Framework, Maturity Model and Measurement will also be posted on the CIOC Web site.

Action: Dave Almond will report to the CIOC with the strategy and process plan for the Revenue IT Performance Management assessment.

Action: Sean McSpaden will distribute the Performance Management Definitions to the CIOC.

8. Enterprise Architecture Maturity Assessment Results –Tim Avila & Jack Doyle

Tim Avilla reported the progress of the Enterprise Architecture Maturity Assessment. Tim met with Julie Bozzi, SDC, to outline the framework. Tim has been using a Wiki to facilitate communication on this interagency effort. The Wiki is a tool to enable the team members and Gartner analyst to contribute and access material.

Milestones

- Dates are being pushed out past July 1st, 2007. We have committed with Gartner for another year.
- We need a dedicated resource for the upcoming biennium. We need sponsorship, dedicated business partners and team members.
- Communications plan.
- Recruiting for a new sponsor. Contact Tim Avilla or Ben Berry if interested.

Jack Doyle reported on the Enterprise Architecture Maturity report. The maturity assessment was completed in November 2006. The assessment revealed the overall EA program is immature. There were 13 respondents to the assessment which included

the EA Core Team, peers from different state agencies and CIOs. The individual responses were compiled for comparison and discussion. The responses were averaged to compute an overall score per category and for the entire assessment. The consensus score was 1.4 out of a possible score of 5.0. The successful completion of Iteration – 1 is anticipated to lead to a score of 1.8 of 5.0. A full report on the maturity assessment can be found at:

http://www.oregon.gov/DAS/EISPD/ITIP/pol_Arch_Overview.shtml

Action: Jack will send the set of assessment questions to CIOC.

Action: The EA Web site link will be sent to the CIOC.

Action: Tim will send an e-mail request to the CIOC for an EA Sponsor.

9. Nominations for CIOC Vice Chair – Ben Berry

Ben Berry reported that John Margaronis, Sandy Jefferson and Bob DeVyldere have been nominated for the CIOC Vice-chair. Marc Williams was also nominated but declined at this time due to heavy workload.

Action: Ben will contact each of the nominees and then announce his decision at the April 3, 2007 CIOC Meeting.

The meeting was adjourned at 4:00 p.m.