

## Chief Information Officer Council – Meeting Minutes

April 3, 2007

approved 05/01/07

The Chief Information Officer Council met at 2:00 p.m. at Forestry Department, 2600 State St. Salem, Oregon

**Council Members Present:** Ben Berry, David Almond, Tony Black, Bud Borja, Dorothy Oliver, Rick Howard, Vikie Bailey-Goggins, Bob DeVyldere, Kathy Dryden, Sandy Jefferson, John Koreski, Don Altermatt (for Lloyd Lowery), Lance Harris, John Margaronis, Kathryn Naugle, Julie Pearson, Jim Corbett (for Curt Pederson), Jill Peterson, Dugan Petty, Jim Roys, Bret West, Marc Williams, Eric Sokol and David Yandell

**EISPD Staff Present:** Sean McSpaden, Scott Riordan, Nick Betsacon, Paula Newsome, Theresa Masse, Rick Retzman, Christine Samples and Charlene Wood

**Others Present:** Peter van den Berg and Dennis Wells

### Review of Agenda

Ben Berry reviewed the agenda for the meeting.

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

The minutes were approved as revised.

Action Updates: The CIOMC is to review the Statewide IT Governance policy and report to the CIOC their recommendations this action extended one week.

Action Updates: David Almond will present the strategy and process plan for Revenue's IT Performance Management and Assessment at a later meeting.

#### 2. Enterprise Security Policies – Theresa Masse

Theresa thanked everyone who sent staff to the SANS training in Corvallis. A follow-up survey will be sent to participants to rate their training experience.

##### Acceptable Use Policy

Theresa met with the Agency Heads to discuss the Acceptable Use Policy. The discussion centered on the amount of personal use of state owned equipment agencies should allow. Agency leaders agreed to limited personal use. Work is continuing to define what "limited personal use" is. Members discussed the additional resources that will be required for the monitoring tools and staff.

##### Senate Bill 583 – Identity Theft

Theresa reported on Senate Bill 583 – Identity Theft; this bill is moving forward. The deadline for organizations to be ready is January 1, 2008. The bill defines personal information and the requirements for administrative, technical and physical safeguards.

Senate Bill 583 is available at:

<http://www.leg.state.or.us/07reg/measpdf/sb0500.dir/sb0583.intro.pdf>

#### 3. Information Asset Classification Community of Practice – Rick Retzman & Peter van den Berg

Peter van den Berg and Rick Retzman outlined the Information Asset Classification Community of Practice (CoP). The new policy sets the baseline for information asset classification within state government. The policy establishes the categories of classification, identifies the information asset and the business owner. The business owner determines the appropriate level of protection and is responsible for maintenance of controls. The accountability and liability remains with the business owner.

The information asset inventory will help to ensure effective information asset protection that is an important aspect of risk management. The inventory will also determine relative value and importance to the business. Risk management is to ensure the data in the case of catastrophic loss. Members discussed the issues of securing data.

An information asset classification system defines an appropriate set of protection levels and communicates the need for special handling measures. The business will classify their information assets based on need, priority and degree of protection. The policy outlines procedures defined for information labeling, handling, storage, retention, disposal and destruction. The members discussed the best practices and methodology of a CoP.

Action: Ben requested Rick and Peter bring a charter back to the ASMG first and then return to the CIOC.

Action: Eric Sokol will share PERS Information Asset Classification with the CIOC in June.

#### 4. Legislative Update – Dugan Petty

House Bill 2005 creates a task force on Open Source adoption. This bill requires the task force to evaluate the feasibility of adopting open source software and open standards for use in state government. Testimony was given today to expand the task force to include two business owners; one from SDC and one from State Procurement Office.

House Bill 3333 directs elected officials and state agencies who provide electronic information to the public to provide notice of any electronic tracking embedded in the electronic communication. House Bill 3333 specifies that information obtained by officials or agencies by an electronic tracking feature is exempt from public record disclosure.

House Bill 2920 requires state agencies to disclose public records in electronic form in certain circumstances and, when practicable, in open formats for which freeware is available. Requires State Library, depository libraries and public libraries to install and maintain freeware so members of the public can view, print and make copies of public documents, if in doing so the library does not incur additional administrative or operational expense. A fiscal impact report was required, but not a work session.

House Bill 3366 requires Oregon Department of Administrative Services to maintain records regarding state contracts for consulting services and to report information about those contracts to the Governor, President of Senate and Speaker of the House. This bill requires the department to maintain records about state procurement contracts of more than \$15,000 and report information about those contracts to the Governor, President of Senate and Speaker of the House. Currently EISPD is conducting an IT Contracting Study that is a high-level analysis based on hours and costs of contracting services. EISPD will send the survey to the 12 CNIC agencies to report on IT contracts over \$5,000.

#### 5. EIRMS Update – Dugan Petty

Lonn Hopkins reviewed the EIRMS for readability. The Enterprise Strategy is expected for publication by the end of the month.

#### 6. Roundtable – All

Dugan Petty reported the recruitment for the State CIO has not been successful and work to decide what to do is ongoing at the DAS Director's Office.

Marc Williams reported that DOJ has just reviewed three vendor products for a content records/management system. Contact Marc if you would like additional information on lessons learned.

Bud Borja said he would be contacting Marc for more information since Judicial has been researching electronic document management systems. Judicial will also replace the case management system.

Bret West reported that initial discussion would begin soon on building a business case around simplifying the billing that is sent to state agencies.

Julie Pearson and Mary Herkert will be traveling to British Columbia to review their archive center.

Bob DeVyldere reported that Water Resources outsourcing of their e-mail would be turned on tomorrow morning. The provider is usa.net.

Jim Roys reported that DEQ and DMV are collaborating on an address database to improve customer service.

Dugan Petty received a public records request, from an attorney in Washington DC, if we had any contracts or correspondence with the National Information Consortium. If you have a contract please contact Dugan.

Sean McSpaden reported there will be two sessions of business case training held May 14<sup>th</sup> - 15<sup>th</sup> and May 16<sup>th</sup> -17<sup>th</sup>. The training announcement and sign-up process will be sent to the CIOC.

#### **7. CIOC Vice Chair – Ben Berry**

Ben announced the appointment of John Margaronis as the 2007 CIO Council Vice-chair.

#### **8. ODOT's Enterprise Content Management Program – Ben Berry**

Enterprise Content Management (ECM) is used to capture, manage, store, preserve, and deliver content and documents related to organizational possesses. Fixed content includes electronic documents, digital records and rich media.

ECM provides a platform for automated workflow to speed up business processes and applications. Improves content access and retrieval of documents contained in silo operations.

ODOT's goal was to develop a governance structure to define the roles and responsibilities and management structure. ODOT established a common approach to information organization including a standard taxonomy structure and creation of document and content policies procedure, and guidelines. Created a services and support delivery model that standardizes on a framework process and a roll out for multiple, replicable ECM applications.

ODOT's current projects:

1. Oregon Bridge Delivery Partner's continuing efforts
2. ECM Architecture/ Governance Development
3. Right of Way Data Management
4. Digital Signature Project
5. E-mail Content Management
6. Engineering Data Management
7. Real ID (*planned*)
8. Intergovernmental Agreements

The meeting adjourned at 4:00 p.m.