

Chief Information Officer Council – Meeting Minutes

May 1, 2007

approved 05/29/07

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, Vikie Bailey-Goggins, Tony Black, Bob DeVyldere, Kathy Dryden, Sandy Jefferson, John Koreski, Rick Howard, John Margaronis, Kathryn Naugle, Dorothy Oliver, Julie Pearson, Jim Corbett (for Curt Pederson), Jill Peterson, Herb Riley, Jim Roys, Bret West, Marc Williams and David Yandell

EISPD Staff Present: Sean McSpaden, Nick Betsacon, Paula Newsome, Rick Retzman and Charlene Wood

Others Present: Peter van den Berg (ODOT) and Tim Avilla (ODOT) and Dennis Wells (DHS)

Review of Agenda

Ben Berry reviewed the agenda for the meeting.

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

It was moved and seconded to approve the minutes as presented.

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 Architecture Status Report – Tim Avilla and Jack Doyle

Tim announced that Bud Borja, Judicial CIO, agreed to be the Enterprise Architecture (EA) program co-sponsor. Tim reviewed the EA status report with the CIOC. In the next biennium, the last deliverable on iteration one will be completed. Dennis Wells reported on the importance of business involvement within the program, if it is to be successful. It was also reported that the EA team is lacking dedicated resources.

The CIOC will make a decision in June on whether to continue with the EA program.

Tim reported the EA accomplishments for the period between February – April 2007:

- Basic framework selected and modified for Oregon state government
- First review framework document by sponsors, State CIO, and CIOC Chair completed.
- Communication plan completed
- Communication plan completed
- Introduction and orientation meeting with new sponsor, Bud Borja
- Initial meeting with SDC technology architect to coordinate EA effort and state technology architecture

The next steps will be:

- EA Framework document completed and approved
- Business Architecture Reference Model
- EA Principles
- Implementation alternatives and strategy
- Funding and sponsorship for continued Gartner support

The [Enterprise Architecture Status report](#) is located on the intranet.

Action: EA will present an updated status report at the CIOMC on May 23rd and the CIOC on

May 29th.

Action: Sean McSpaden will follow up with Curt Amo to have placed EA on the ASMG meeting schedule by July.

3. Agency Sharing – All

Rick Howard reported that DHS is working on their 2007-09 budget and is reorganizing their IT shop.

Jill Peterson reported that OYA is having difficulties with the BCP desktop exercises.

Marc Williams reported that DOJ sent a senior programmer to attend SAN Secure Program training in Seattle.

Sandy Jefferson reported there was concern expressed at Forestry about the resources required to complete the implementation of the ESO policies.

Kathy Dryden announced she would retire at the end of June 2007.

David Almond reported that Revenue is undertaking a paperless strategy by 2013.

Tony Black reported that the OAGITM Conference is scheduled for early August 2007.

Action: Tony will send conference information to the CIO Council.

Julie Pearson is traveling to British Columbia to view their Electronic Record Management System (ERMS).

John Koreski expressed interest in the ERMS CoP. E-mail retention is an important piece of the discovery process at the DOC.

Bret West reported that he is busy developing rates for the next biennium.

Jim Corbett has been working on an Oregon University System Disaster Recovery BCP.

Dorothy Oliver reported that DCBS is working on electronic content management. One of the areas they are looking at is e-mail archiving. DCBS is interested in an Enterprise Resource Planning solution.

Action: DCBS will contact ODOT for more information.

Jim Roys, Department of Environmental Quality, reported that Mitch West's last day would be June 15, 2007.

David Yandell reported that Oregon State Police (OSP) has been working on getting through the legislative process, budget and BCP exercise. The OSP Data Mining for local agencies will be implemented this year.

Vikie Bailey-Goggins is the BCP coordinator for Public Utilities Commission (PUC). Records management and e-mail archiving are major issues within PUC.

Kathryn Naugle reported that Employment Department's major initiative has been expanded to accommodate for statewide recruitment.

John Margaronis reported the Lottery Department is replacing their systems across the state within 18 month, except for video. He is working on prioritizing projects at the Lottery.

4. Water Resources Department E-mail – Bob DeVyldere

Bob DeVyldere reported on the Oregon Water Resources (WRD) hosted exchange project. The WRD explored all the vendor options for a feasible solution to outsourcing their e-mail. Bob reported that the implementation was seamless. The most complicated issue was the resetting and changing everyone's passwords. The rate includes new releases, licenses and upgrades to the software. Enterprise e-mail archiving is an added service that WRD included in their pricing. The WRD will use agency servers for storage.

The Business drivers

- Need better calendar integration
- Mobile messaging support
- Improved remote access to messaging
- Improved message archiving
- Improved response to discovery requests
- Need dramatic improvement to spam filtering

Current environment

- Open source messaging engine
- Outlook clients on the desktop
- No calendar sharing
- Open source spam filtering
- Supporting 175 seats
- Support 20 remote field offices

Decision process

- Cost comparison between setting up internal versus hosted environment
- Not including internal staff costs; the two options were equal
- Hosted much cheaper when staff costs considered

Resulting Solution

- Received four bids ranging from cut rate to Cadillac
- Price Range was \$7-\$15/mailbox/month
- Selected usa.net @12.50 mailbox/month
- They provide migration tools
- Migrated overnight

Final Results

- Met all the business needs that drove the project
- IT services are able to focus on the unique needs of the business rather than the mundane
- Improved security and customer service

The presentation is available on the intranet at:

https://intranet.egov.oregon.gov/sites/DAS/EISPD/CIOC/meeting_materials.jsp

5. Enterprise Security Policies/CoP on Information Asset Classification – Rick Retzman & Peter van de Berg

Rick Retzman distributed a comprehensive timeline for statewide implementation of the four draft ESO policies.

Rick Retzman said the draft Information Asset Classification CoP was presented to the ASMG. The ASMG endorsed the CoP as a viable option and will be the sponsor for the CoP. The charter is being completed.

Rick and Theresa Masse presented the four draft ESO policies to the Enterprise Information Security Advisory Board for review and comments. The board will review the recommendations made by the ASMG and the CIOC members next month.

Rick extrapolated the action items from the policies to create the implementation timeline. Rick requested comments and recommendations from the CIOC on the implementation timelines for the draft policies.

Action: Rick Retzman will send an e-mail request to the CIOC members for comments or recommendations about the implementation schedule.

6. EISPD IT Investment and Planning Section Business Plan Overview – Sean McSpaden

Sean gave an overview of the IT Investment and Planning (ITIP) business plan. The plan is in alignment with the DAS Strategic Plan for 2006 - 11. The DAS EISPD ITIP leads the pursuit of excellence in government-wide information resource management by conducting the collaborative governance and planning necessary to achieve the business objectives of the state as a whole and of its agencies.

ITIP is now engaged in a comprehensive process to prioritize the planned activities over the next four years. Sean requested feedback from the CIO Council members for the types of activities ITIP should be engaging in.

Customer service could not be provided without staff and that is why the hiring of staff was rated so high. The customer service survey shows us the areas that we need improvement in or the areas where we have been successful. We are working to update the Web, page by page, to verify the content is current. We have content that dates back to 2003. Ensuring information is current is one of our goals.

Please review the ITIP business plan at:

http://www.das.state.or.us/DAS/EISPD/ITIP/docs/strategic_plan/EISPD_ITIP_V1.0.doc

Please forward any comments to Sean.L.McSpaden@state.or.us

The meeting adjourned at 4:00 p.m.

All distributed materials are available on the intranet at:

https://intranet.egov.oregon.gov/sites/DAS/EISPD/CIOC/meeting_materials.jsp