

Chief Information Officer Council – Meeting Minutes

July 24, 2007

approved August 21, 2007

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

Council Members Present: Ben Berry, John Margaronis, Marc Williams, Ed Klimowicz (for Rick Howard), John Koreski, Jon Debban (for Kathryn Naugle), Julie Pearson, Dugan Petty, Ron Pope, Erik Sokol, Lloyd Lowery, Bret West and Julie Jellison (for David Yandell)

EISPD Staff Present: Sean McSpaden, Scott Riordan, Ed Arabas, Paula Newsome, Matthew Harris, Cy Smith and Charlene Wood

Others present: Jeff Bustos (Secretary of State)

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.

2. Enterprise Records Management System CoP – Paula Newsome

Paula Newsome presented an overview of the status report and timeline. The ERMS CoP is adopting a standard for the glossary. The glossary is a living document and will be updated as needed. Paula Newsome requested and received CIOC endorsement of the glossary.

http://www.oregon.gov/DAS/EISPD/ITIP/CoP/ERM/ERMS_Glossary_v1.pdf

ERMS next steps:

- Marc Williams and Ralph Harrington, Department of Justice, will present an overview of the GSA purchasing process at the ERMS August 7th meeting.
- British Columbia will share their experience in the implementation of TRIM via teleconference at the next ERMS meeting.
- Identify the common business objectives, requirements and best practices being used by other states and benchmark Oregon in comparison to other states.
- Hold vendor demonstration to understand the capabilities, features and benefits of existing systems.
- Education, awareness and training program regarding roles and responsibilities for the records management lifecycle, including e-mail archiving.

3. Agency Sharing / Roundtable – All

John Margaronis reported that Lottery received approval from the Lottery Commission to recruit to fill new positions. John inquired if other agencies were experiencing difficulty in recruiting and retaining qualified IS staff.

Eric Sokol reported that PERS is working on security policies.

Action: Eric Sokol will present PERS Data Classification at the next CIOC meeting.

Marc Williams reported that DOJ's Data Classification effort is under way.

Julie Pearson reported the SOS Elections Department would move out of the Capital building in October. Phase two of the Centralized Business Registration will bring Revenue and Employment on board. SOS is also working on ERMS and the Accessible Ballet.

Curt Pederson reported that OUS has adopted a security policy for higher education. Jon

Dolan is the acting Chief Security Officer for OUS.

John Koreski reported that DOC has reviewed the safe harbor section of Senate Bill 583. DOC is collecting information to determine where their data is being stored. John inquired if other agencies have information to share on how to implement compliance. John suggested additional discussion or as a future CIOC agenda item.

Action: EISPD will send out an e-mail request to the CIOC to help determine which agency or agencies can share information regarding Senate Bill 583 compliance.

Julie Jellison reported that OSP is recruiting for a CIO. OSP is working on the statewide computer-aided dispatch. OSP is gearing up to support the onsite dispatch at the State Fair. The SPIDER system is the new records management system for OSP. OSP is in the process of converting the data.

Bret West reported DAS would be working on the state payroll system to implement all union contract changes. There will be retroactive pay adjustments. Invoices were paid to IBM by June 30th. The DAS Executive Team will meet this week to begin discussion of the 2009-11 budget.

Ben Berry report that a Community of Practice has been formed for the Information Asset Security policy. ODOT is reviewing the security policies because Senate Bill 583 requires that security implementation dates be moved forward.

Open Source Desktop Inventory - ODOT has received additional agency information that will be used to update the original set of charts. The report will detail the product being used and how many instances of the OS products that agencies have. In October, Ben will be presenting at an *Open Source in Government* conference in Tokyo.

Dugan Petty reported that the Enterprise Information Security Advisory Board met on Friday and adopted the initial four security policies. The Acceptable Use policy was discussed but not approved.

Sean McSpaden reported that business case training would be held August 13-16. The Technology Refresh Committee will develop configuration standards for PC's, tablets and laptops for CIOC approval. An advisory group will be formed to integrate the IT planning process into the biennial budget process. The group will develop templates, guidelines and IT budget instructions.

4. Geographic Information Systems Standard - ESRI

Cy Smith reported the Geographic Information Systems (GIS) Standard would be presented to the Oregon Geographical Council, Policy and Advisory Committee. On August 15, EISPD will issue a notice of *Rulemaking Hearing* for publication to the Oregon Bulletin.

The exception process will be embedded in the rule. Different methods to streamline the exception process are being reviewed. Suggestions included an inventory that states what type of software the agency is currently using to meet their business needs. The agency would have to submit the information once.

Send any comments via e-mail to cy.smith@state.or.us by August 15.

5. EIRMS – Dugan Petty

Dugan reported the CIOC and the Administrative Business Service Directors endorsed the Enterprise IRM Strategy. A three page summary of the document has been shared with the agency heads. Sean McSpaden and Scott Riordan are working to complete the tactical plan. The tactical plan draft will be available for review next month.

6. Integrated System ERP – Ben Berry

The initial scope for ODOT was to implement an integrated system to cover key integrated business processes. The Integrated System ERP will include financial, human resource and procurement programs. This is a partnership between ODOT and DAS. If it is successful within ODOT, it will provide a platform for use in DAS. This will replace the DAS Statewide Financial Management System.

The meeting adjourned at 3:45 p.m.