

Chief Information Officer Council ~ Meeting Minutes

August 21, 2007

approved 09/19/07

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

Council Members Present:

Chair, Ben Berry, Co-Chair, John Margaronis, Marty Adolf, David Almond, Vikie Bailey-Goggins, Bud Borja, Jon Debban (for Kathryn Naugle), Bob DeVyldere, Rick Howard, John Koreski, Lloyd Lowry, Dorothy Oliver, Julie Pearson, Curt Pederson, Dugan Petty, Baron Rodriguez, Eric Sokol and Marc Williams

EISPD Staff Present:

Ed Arabas, Theresa Masse, Scott Riordan, Angela Skyberg, Charlene Wood and Darren Wellington

Others present:

Curt Amo, Tim Avilla, Jack Doyle 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 from July 24th approved as revised.

Action Item Follow Up:

- Eric Sokol will present the PERS Asset Classification today.
- EISPD's e-mail request regarding information sharing around agencies' actions in pursuit of SB583 compliance has not yet been sent to the CIOC.
 - Per Ben Berry, Lisa Martinez & Peter Vandenberg would like to give input on what they are doing regarding SB583 and security policies. Ben Berry, Bob DeVyldere and John Margaronis also volunteered.

2. Enterprise Architecture Program Report ~ Tim Avilla & Jack Doyle

Tim Avilla presented all attendees handouts regarding the Enterprise Architecture Program and the Enterprise Architecture Program Status Project Overview. The charter for this group ended June 30. They are requesting to extend the current charter until January 2008. They will keep the same resources, same governance structure, and continue to report to the Chief Information Officer Council (CIOC) every 3 months.

A discussion ensued regarding a dialogue with Agency Heads around Enterprise Architecture and was decided that this Program needs to be simplified and succinct before presenting this to the directors. It was agreed that additional training is needed for the CIO's on Enterprise Architecture and there needs to be an event to raise awareness around Enterprise Architecture.

The motion was moved to extend the charter an additional six months, with the added concept of awareness training for CIOC members and others regarding Enterprise Architecture to be scheduled in the future. Motion, including the

requirement for additional training, was adopted.

Action Item:

Tim Avilla will contact Julie and Lloyd to discuss a concept for the Enterprise Architecture training.

3. PERS Asset Classification ~ Eric Sokol

Eric Sokol presented a PowerPoint presentation on PERS Asset Classification. PERS began to implement Asset Classification changes about 3 months ago. They are trying to follow the new data policy that went into effect at the end of July. The approach taken had controls based on ISO and actual usage. The verbiage was changed to match what was in the DAS policy. PERS is in the process of weaning themselves away from utilizing the social security number. Eric recommended pulling out the latest ISO 17799 manual and using it in conjunction with this new policy. The information security program is a top priority for PERS. PERS is focused on implementation and enforcement. They are having an internal auditor help them with the process. PERS will be adjusting the contracts they already have to include additional security requirements, but they do not have a sense of timelines.

4. Open Source CoP Update ~ Bob DeVyldere

Nick Betsacon is working diligently on a legal procurement glossary for common definitions. The State Procurement Office (SPO) and the Department of Justice (DOJ) are involved. The majority of work is expected to be completed in September or October. Their first draft is to be sent to the external partners & the CIOC. Methodology standard software is being developed. Jack Doyle and Kevin Erickson developed a WIKI page where people can post their work. Results of the inventory survey have been received and another detail level that shows product names will be given to Bob for distribution. Ben will discuss this work and other Oregon Open Technology as a keynote speaker at the upcoming September 27-28 [LinuxWorld Open Solutions Tokyo Conference 2007](#) that describes Open Source in Government and Best Practices. Ben and Bob will co-present the same at Oregon's [GOSCON2007](#) on October 15 & 16. Their presentations will be vetted by the Chief Information Officer Management Council (CIOMC) as well as the CIOC prior to the events.

Action Item:

Ben Berry will give the more detailed inventory results to Bob DeVyldere for distribution.

5. Enterprise IRM Strategy Tactical Plan ~ Scott Riordan & Dugan Petty

The initial inventory of tasks comprising the Enterprise IRM Strategy Tactical Plan (EIRMS) was distributed to all attendees. EISPD is responsible for many of those deliverables. EISPD sections are developing business plans, which sync up to division plans, which sync up to DAS plans. EISPD expects to create a tactical plan including the range of enterprise activities. Those actions will be tracked, monitored, and routinely reported to executive stakeholders. There appears to be 130 - 150 key deliverables that will be included in the tactical plan. Not all key deliverables will be delivered in the current biennium. EISPD will come back to the CIOC and the Administrative Business Services Directors (ABSD) with an initial staff proposal for prioritization and staging of the

deliverables. The CIOC and ABSD will then be asked to work to create an agreed tactical plan. Members noted this tactical planning and prioritizing discussion would be beneficial to begin having with agency heads and ABSD members now.

Action Item:

Dugan will email the EIRMS tactical plan document to the CIOC.

6. IT Contracting Report ~ Dugan Petty

Representative Chuck Riley asked EISPD to study IT contracting across state agencies to determine how much money was being spent on Outsourcing rather than establishing new full time positions. EISPD took a look at select agencies, starting with the CNIC 12. These agencies were sampled for a one-year cost comparison. EISPD concluded that in this study of contracted staff augmentation there could have been a total savings of between \$9,000 and \$365,000. The range is driven by a complex set of assumptions and targeting comparisons at several points between the ISS5 and ISS9 state salary ranges. This summary was shared with Representative Riley. A meeting is scheduled with Representative Riley next Tuesday, 1:00 p.m. – 3:00 p.m., in the DAS West BAM Conference Room. Any CIO that would like to attend this meeting is welcome.

Action Item:

Dugan will send out a summary of the IT Contract Study that has been delivered to Representative Riley.

The IT Contracting Study Report will be posted on the Web.

Round Table Agenda Item ~ Dugan Petty

Lynn Beaton is the newly hired Enterprise Business Continuity Planning manager.

Meeting adjourned at 4:05 p.m.