

Chief Information Officer Council – Meeting Minutes

December 13, 2005

Approved

The Chief Information Officer Council met at 2 p.m. at the Department of Forestry, 2600 State Street, Santiam Room, Salem.

Council members present: Curt Amo, Stan McClain, Dan Adelman, Terri Bauman, Ben Berry, Bill Crowell, Bob DeVyldere, Sandy Jefferson, Doug Juergensen, John Koreski, Lloyd Lowry, John Margaronis (OAGITM), Jeff Marecic, Curt Pederson, Ron Pope, Herb Riley, Baron Rodriguez, Jim Roys, Jean Straight, David Yandell, Mike Zanon

IRMD staff present: Sarah Gates, Scott Riordan, Christine Samples, Scott Smith, Theresa Masse, Catherine Webber

Others present: Terry Guza and Tim Avilla of DHS

Scheduled Agenda Items:

Review of Agenda and Introductions

Stan McClain reviewed the agenda for the meeting.

1. Approval of Minutes/Action Item Follow Up – Curt Amo

Minutes were approved as submitted.

2. Stan

Jeff Marecic has been nominated and accepted for the 2006 CIO Vice Chair; it was seconded and approved unanimously.

Stan McClain presented an award to Curt Amo for serving as the 2005 CIO Council chair.

3. CIO Briefing Binder- Sarah Gates

IRMD is seeking input for the new state's CIO briefing book. Please send items to Christine Samples via email by December 23.

4. Chart of Accounts - Catherine Webber

The chart of accounts are the accounting codes that are entered into R*Stars. July 1, 2005 the new chart of accounts went into effect. Brios were ran for October and November to verify compliance with the new chart of accounts; follow-up phone calls were done to inquire if any problems were incurred.

Catherine Webber asked if a reports team should be created from the CIO Council. Curt Amo proposed to (*generally*) find common ground in two areas:

- 1) The CIOC has a team working on performance measures that may potentially have their questions answered by this data, check for an overlap there.
- 2) IRMD and the CIOC should form a team to “tell the IT story”. How can we use this data to help tell that story; i.e.: investing patterns are we investing in the correct projects, what is the value of return on these investment, etc.

ACTION: Discuss at CIOMC and bring back to the CIO Council for endorsement.

ACTION: CIOC to verify with agency accounts payable and verify that they are using the new chart of accounts; have accounts payable run the data out of the chart of accounts.

DEQ has had the problem that their contracts are not falling under the IT categories listed in the chart of accounts, it is very important to get the right charges into the right accounts.

5. Agency Highlight- Scott Smith E-Government Summit & E-forms

E-Government held a summit in November with several speakers. E-Government did not receive a clear state of direction from the summit, but a “to-do” list was created.

Scott Smith has created a proposal for E-forms called the "Forms factory". With this proposal E-Government tried to include all agencies requests.

By purchasing Reader Extensions: It makes the E-form a smart form (i.e. tax forms). If you use a reader extension form it is printable and savable by your customer. License fee is \$2800 per form. If the E-form is 2-D Barcode enabled: It can be a very powerful E-form for linking to Barcode reader. Licensing fee is \$2600 per form and \$350 maintenance fee. Form Server forms: Allows the user to fill-out and save the form, this E-form can pull information in from a database and auto-fill in forms. Then we can send back a form that cannot be altered with our correct information and receipt for the user. We do not have the exact amount of the costs for Form Server forms; there will be hosting costs and maintenance costs. Bob DeVyldere is testing a form server.

These services are provided by Saber consulting. You are not required to use these E-forms. Scott is having Saber give him a price guide for difficult forms. After adding up the volume of forms agencies will have we may be able to drive the price down. Maintenance is where agencies will see the most savings

Agencies will have an interagency agreement with E-government. Each county can do an intergovernmental agreement with E-Gov for this process, if the contract language is correct. EDS, Adobe, and Saber are ready to move on this. E-Government would like to take it's time with the Form Server environment. Saber will be able to create the form quicker than agencies will be able to adjust their processes.

Jeff Marecic asked what the maintenance costs on forms are, Scott Smith replied hourly. Bill Crowell will check if DHS has this Form Server environment within the MMIS project. Water Resources needs these forms available off-line (downloadable), instead of web applications due to customer needs. A business case analysis will need to be done.

ACTION: CIOC gave permission to Scott Smith (E-Gov) to move forward with this project.

6. Enterprise Architecture & Standards- Scott Riordan

The Very Small Workgroup (VSW) has been working on the Enterprise Architecture (changed from Technical Architecture). The business problems we have incurred are the lack of a business process, there is no repository, we need the ability to coalesce across state government, and the charter is unclear for Enterprise Architecture. Enterprise Architecture provides in its highest form a view of government in its entirety. Standardization provides framework and governance.

Objectives:

To reduce the total cost of ownership, reduce complexity of environment, create a business process, and increase interoperability. This gives us the ability to then see what brings order across state government, provides design guidelines, reduce the required skills, allow greater flexibility, and improve service deliverability. Optimize Community of Practices (COP), each COP is then joined to other areas of expertise.

The VSW assumptions warrant an Enterprise Architecture approach. Most states are gearing up for Enterprise Architecture (35 state already started, none are mature yet). Scott recommends we go slowly; this is something that will have to grow in time. If this is not continuously continued then it will die under its own weight. The VSW found that some resources must be dedicated to this process at some point. The next phase is laying the foundation for this program. IT is the appropriate place for Enterprise Architecture. The IT unit has had years of

experience with this type of thing, the business side does not want to lead this. Communities of Practice give us a way to see duplication within agencies. The higher-ups need to be in agreement on the Enterprise Architecture to go forward (Governor, Chief of Staff, DAS Director, agency Directors) requires sponsorship of the CIO Chair and State CIO. Awareness must continue, we need a central repository for Enterprise Architecture. Without a chief architect then this must be a COP, which Oregon has chosen the COP way.

Terry Guza: Business Architecture is the mapping of the business process. IT Architecture is the information that businesses have to have to support the process. The solutions are based on what already exists or can be obtained to support the business process. The whole enterprise has to work together, both business and IT.

Tim Avilla: All of this sounds conceptual and lofty. The long term vision (included in table). Objectives need to be clarified before moving forward. The gap will be closed after things are clarified. To change an organization people must be aware of the change, they need to have the ability to change, and be willing to change. Many states are ahead of Oregon on this there are many Federal, State, and Gartner models to view. Investigate other states deeper to form a plan for Oregon.

The State Data Center (SDC) is a great example of Communities of Practice and Enterprise Architecture. The SDC had a technical architecture and now needs the business needs looked at. The CIOC would like to bring in examples of what would work for Enterprise Architecture. In order to sustain an Enterprise Architecture program we need a business driver and a need for an Enterprise Architecture (i.e.: to save money to leverage services). A discovery of objectives and goals needs to be kept in mind.

JLCIMT will hear this at the January meeting.

7. Roundtable

DHS: Approached by the "Corporate Executive Board" council (other states and corporations) DHS is not interested in joining, due to the costs. The Corporate Executive Board does specific research that we can assign. DHS was very impressed by the DAS budget proposal process.

ESO: Has entered into an enterprise-level license agreement with the Burton Group for security-related Research and Advisory Services. Theresa will send more information when she has finalized the contract.

PERS: Signed up for COBIT training online; PERS would like SOS to co-sponsor the training. PERS needs direction for the usage level of COBIT. COBIT is one of the standards that we decided to use for audit purposes. Ben Berry agrees that we need to have formal training.

The meeting was adjourned at 4:10 p.m.