

Chief Information Officer Council – Meeting Minutes

December 12, 2006

Approved 1/09/07

The Chief Information Officer Council met at 3 p.m. at the Department of Revenue, 955 Center Street, Fishbowl, Salem.

Council Members Present: Stan McClain, Jeff Marecic, Kathryn Naugle, Ben Berry, Bill Crowell, Bob DeVyldere, Randy Fisher (for Kathy Dryden), Dan Adelman, Lloyd Lowry, John Margaronis, Curt Pederson, Dugan Petty, Toni Rogers (for John Koreski), Jim Roys, Bret West, Marc Williams and David Yandell

EISPD Staff Present: Scott Riordan, Sean McSpaden, Theresa Masse, Scott Smith, Christine Samples and Charlene Wood

Others present: Marshall Wells

Scheduled Agenda Items:

Review of Agenda

Stan McClain reviewed the agenda for the meeting.

1. Approval of Minutes/Action Item Follow Up – Stan McClain

Minutes were approved as revised.

2. Recognition of our Accomplishments – Stan McClain

Stan McClain thanked the CIO Council for the success and accomplishments the members have achieved during his tenure as CIO Council Chair.

3. CIOC Leadership – Jeff Marecic

Jeff Marecic presented Stan McClain an appreciation award to thank and commend Stan for his outstanding leadership as the 2006 CIO Council Chair.

Jeff presented appreciation awards to Bob DeVyldere, Baron Rodriguez and Curt Amo recognizing their outstanding commitment as members of the 2006 CIO Management Council.

Jeff announced the CIO Management Council changes for 2007:
Curt Amo, Baron Rodriguez and Bob DeVyldere terms will end.
Stan McClain and Marc Williams will continue their participation for another year.
Sandy Jefferson and John Maragonis will become new members.

Ben Berry accepted the nomination for the 2007 CIO Vice-chair.

4. Security Update – Theresa Masse & Marshall Wells

Theresa Masse with the Enterprise Security Office (ESO) reported that the CIOC, Information Security Council and Administrative Services Directors have reviewed four enterprise security policies. DOJ verified that the enterprise security policies do not need to be in an Administrative Rule. These policies will go forward for final approval in DAS. Administrative Rule; House Bill 3145 has received an extensive review by agencies, DOJ and also a public hearing. The rule is ready for final DAS approval.

ESO is finalizing contract discussions with KPMG for a Risk Assessment master

agreement. The first task is to implement an enterprise information security business risk assessment. The goal is to begin the project in January 2007.

ESO is finalizing the contract for Security Awareness Training. This will include a Web site for employees and the public with comprehensive security information. Also, security awareness training modules will be delivered to agencies through the HRSD learning management system. Agency representatives will assist ESO in customizing the vendor's generic security modules.

DCBS is facilitating discussions on an ID theft legislative concept to be introduced this session. ESO is working with a committee of agency representatives to develop guidelines for agencies responding to ID theft incidents. This way there will be more consistency and standardization.

Lindsay Ball established a committee of agency heads to review the current enterprise Appropriate Use policy. A draft will be circulated to the CIOC, Administrative Services Directors and others for feedback.

Identity and Access Management will be re-scoped due to some delays at the State Data Center (SDC). The project will focus on integrating directories rather than applications. More extensive application integration will commence next biennium.

A SANS training course on Securing Windows will be offered March 12 – 16, at less than half the regular cost. Registration must meet a minimum of 125 participants; agencies are encouraged to send staff. More information will be sent to the CIOC members.

An Enterprise Security Advisory Board is being established. It will consist of agency directors, chaired by Lindsay Ball, and will provide guidance and feedback on enterprise security initiatives. The first meeting will be held in January 2007.

Marshall Wells the SDC Security Manager reported that many network customers send unrestricted traffic over the state network. The SDC is exploring the use of network anti-virus software between the state network and the Internet. A network log aggregation and correlation will be used to identify potential issues that include network usage and potentially infected computers. The first round of routers has been ordered for a network security upgrade. The new routers have the ability to encrypt over the wide area network, run limited network intrusion detection, provide local firewalling, support quality of service for future applications such as voice over IP and small wireless networking installations.

Secure wireless networking has been tested in the SDC lab. It is designed to be flexible enough to meet agency business needs without compromising the network. The equipment has been ordered and will be installed in January with a pilot to follow. Local area networking has been tested in the SDC lab. Equipment has been ordered and will be installed in early February with a pilot to follow.

The SDC is working on renewing the CISCO contract that expires next week.

A common anti-virus solution for SDC managed servers will be installed over the next several months. A tool for host-based intrusion prevention has been selected. The plan is to install the initial systems in late January with a rollout to all Windows, Solaris, and Linux systems by the end of 2007.

E-mail passing through the state e-mail hub has increased from approximately 300,000 per day in January 2006 to 1.3 million per day in November 2006. The SDC is working to ensure that the state e-mail hub is capable of managing the e-mail load now and in the future.

All SDC staff had completed criminal background checks and had been placed on a watch list with the Law Enforcement Data Systems. SDC staff will receive training on security related issues and will conform to the DAS appropriate use policy.

5. Enterprise E-forms Program – Scott Smith

Scott Smith reported on the E-forms Factory. The objective of the program is to minimize the cost for acquiring electronic forms and to provide maximum service flexibility. E-forms have been in progress since November 2005 and will go live in January. A kick-off meeting will be held at the Employment Department on January 11th.

A successful pilot program was completed with the Department of Revenue. A lesson learned was that end user input is very critical to the development of the forms.

The first step is for the agency to sign a master/interagency agreement with E-government. The second step would be to issue a statement of work and work order against the agreement.

The cost of Adobe E-forms licenses is being offered to the agencies at more than 70 percent off the Adobe list price and 50 percent off state rates, maintenance fees are as much as 80 percent off.

There are no up front or initial costs to the state for this project. If the state decides not to purchase any Adobe forms there will not be a penalty charged. E-form services can be ordered through E-government and paid for by the agencies on a per-form basis. Once a certain volume level has been reached the cost will be one cent per transaction. Prices in the statement of work are valid for two years from the date of initial acceptance. Prices may be adjusted annually after the initial two-year period by no more than five percent for three additional years.

Included in E-forms is the option to have data extracted and sent to the requesting agency or inserted directly into an existing application. The cost for this feature is not per form but the total number of transactions per month per agency; a transaction is when the data is extracted from the form and delivered to the agency.

Ben Berry expressed interest in scheduling time with Scott Smith to discuss ODOT utilizing the forms factory. Scott said the first step would be an interagency agreement. Scott will send out a generic interagency agreement to the CIOC.

Bill Crowell requested Scott Smith meet with him and Vic Todd (DHS) to discuss the

possibility of “interview forms” for DHS.

Contact Scott Smith or John Gugel for additional information about the E-forms Factory.

Action: Scott Smith will send a generic interagency agreement to the CIOC.

Action: Scott Smith will schedule a meeting with Bill Crowell and Vic Todd (DHS) for an “interview style” form discussion.

6. Enterprise IRM Strategy Refresh – Dugan Petty, Sean McSpaden & Scott Riordan

Sean McSpaden and Scott Riordan have completed the revisions to the Enterprise IRM Strategy (EIRMS). The mission statement will now include three goals. The EIRMS Steering committee has met the critical deadlines included in the EIRMS strategy update.

A meeting with Kris Kautz has been scheduled for Thursday. This meeting with Kris Kautz will be a precursor to the meeting with the DAS Director, Lindsey Ball. The revision will then be reviewed by the steering committee, Lindsey Ball and then again by the steering committee. This review should be completed in January and an all agency head meeting should be held in February.

Scott Riordan is writing an analysis of the common themes from the Secretary of State Audit report, Quality Assurance report and the Quality Plus Engineering audit on CNIC. He is reviewing the co-lessons learned for common themes that have relevance related to the strategy.

7. Roundtable – All

Sean McSpaden reported that the IT Research and Advisory RFP protest period will end December 19th. With no protests the contract implementation deadline will be met.

Ben Berry reported that the OAGITM conference will be held in January.

Stan McClain reported that the State CIO applicants would be meeting with the Administrative Services Managers Group and the CIO’s on the 20th. On December 21st the candidates will meet with EISPD Management staff and have the opportunity to tour the SDC, EISPD and the Capital building. Stan announced that he will be retiring in March 2007.

The meeting was adjourned at 4:40 p.m.