

Chief Information Officer Council – Meeting Minutes

September 19, 2006

Approved 10/17/06

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

Council Members Present: Stan McClain, Jeff Marecic, Peter van den Berg (for Ben Berry), Bill Crowell, Bob DeVyldere, Doug Juergensen, John Koreski, Lloyd Lowry, Kathy Dryden, Kathryn Naugle (for Curt Amo), Curt Pederson, Bruce Craig (for Herb Riley), Baron Rodriguez, Jean Straight, Heidi Zinsmann, Dugan Petty, Dorothy Oliver (for Dan Adelman), Shelly Wiles, Marc Williams and David Yandell

IRMD staff present: Scott Riordan, Christine Samples and Charlene Wood

Others present: Dennis Wells, Melissa Canfield, Chris Mahoney, Jim Van Ness, Cindy Watson and Peter Threlkel

Scheduled Agenda Items:

Review of Agenda and Introduction

Stan McClain reviewed the agenda for the meeting. Stan introduced Bret West as the new DAS CIO.

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

Minutes were approved as revised.

Update: Sean McSpaden is in the process of forming the IT Budget Peer Review Team.

2. PC Hardware Strategy – Next Steps Update – Melissa Canfield

Melissa Canfield introduced Chris Mahoney and Jim Van Ness, newly hired contract administrators for the State Procurement Office. Melissa distributed a handout describing the breakdown of the PC Smart Buy Price Agreement. All three existing contracts have been renewed for an additional year. The new laptop and tablet computer contract is expected to be awarded November 2006. The Technology Refresh Committee is currently comprised of members from the DAS Technical Support Center, the State Procurement Office, Oregon Department of Transportation, Department of Human Services, and the Department of Forestry. CIOC members should contact Gayle Montgomery of the State Procurement Office if they would like to participate on the refresh committee. The next Technology Refresh Committee meeting is scheduled for September 25, 2006.

Action Item: CIO Council members are to send their recommendations for PC configurations and specifications to Sean McSpaden.

3. Agency Highlight: Central Business Registry – Jean Straight & Cindy Watson

Jean Straight introduced Cindy Watson, Project Manager for the Central Business Registry (CBR) project, and Peter Threlkel, Director of the Corporations Division and project sponsor. Jean reported that a Central Business Registry Steering Committee (CRB) has been formed. Cindy conducted a live demonstration of the CRB program showing: how to obtain a user account; how to register a business; and how payments are processed. Data stored through the CBR processed can be retrieved via Web access by anyone authorized to do so. The business owner can use this feature as a portal to share information. CBR is using Oracle Identity Management software and will be used by other agencies that are accessing CBR. OIM is also being used by other Secretary of State Applications like elections, candidate filing.

4. Enterprise Action Plan / Time Line – Stan McClain & Scott Riordan

Stan emphasized the importance of having the Enterprise Information Resources Management Strategy (EIRMS) updated before the Legislative session begins January 2007. He requested

CIOC member involvement in the update process. The Administrative Services Managers Group is actively supporting the strategy update process.

Scott reviewed an enterprise strategy update time line. Scott made the point that stakeholders believed the 2002 and 2005 EIRMS documents were well done providing a reasonable basis for an accelerated update process. The strategy is intended to be a companion piece to the Governors Recommended Budget and connecting directly to the Governor's Oregon Principles.

A Steering Committee will be formed comprised of select CIOMC members, members of Administrative Services Managers Group (ASMG), and possibly an agency head.

A Core Team will be formed under Dugan Petty's leadership and will include Sean McSpaden, Dennis Wells, Tim Avila, Christine Samples, Charlene Wood and Scott Riordan. Members discussed the staffing required to complete the refresh. Update work will be distributed to key enterprise program leaders and others to complete the refresh of the strategy within the accelerated time frame. Dugan said he would invite George Naughton, Administrator of the DAS Budget and Management Division, to be a member of the Steering Committee.

Scott said the updated strategy is expected to more clearly define expectations and milestones.

Scott distributed a handout describing the EIRMS update sequence with five phases and 12 steps to be concluded November 24, 2006.

Action Item: Stan recommended that the CIO Council move forward with the accelerated update process and that the CIO Management Council develop the action path. CIOC members agreed.

Action Item: The Core Team will be formed under Dugan's leadership with members Sean McSpaden, Scott Riordan, Dennis Wells, Tim Avila, Christine Samples and Charlene Wood.

Action Item: A Steering committee will be formed as described above.

5. Electronic Waste (E-waste)

Dugan Petty discussed the e-waste disposal policy. There are two disposal options.

Option 1 – Buy Back/Take Back. The first option is the buy back/take back program where the disposal price of obsolete equipment is built in to the cost of the product when procured through state contracts, and the excess obsolete IT-waste is then processed securely by pre-arrangement through an authorized vendor.

Option 2 – Transfer e-waste directly to DAS State Surplus. The other option is for agencies to send obsolete equipment directly to DAS State Surplus. If personal computers are salvageable, the hard drive will be sanitized and reconfigured, then be refurbished and made available for sale. If the equipment is not usable, State Surplus will dispose of it through an EPA approved hazardous waste facility.

As products become available with Electronic Product Environmental Assessment Tool (EPEAT) certification, the Chief Procurement Officer will review for cost and availability to determine whether or not the products will be part of future procurement agreements.

Dugan asked for volunteers for a sub-group to review the policy and make recommendations for revision. David Hartwig, or one of his staff, would be a member of the sub-group. Dugan would also like to include a member of the State Controller Division to ensure alignment with General Accepted Accounting Practices (GAAP) and to explore the issue of depreciation of capital assets that may need to be defined in the policy. The Enterprise Security Office is reviewing the

policy to ensure that disposal processes are secure.

Action Item: Stan will send out an e-mail to the CIOC to solicit participants in the e-waste policy review sub-group. Comments can also be sent to David Hartwig.

Announcements

The Government Open Source Conference (GOSCON) will be held October 12 and 13, 2006 in Portland.

A meeting, Open Source Strategy for Government – Community of Practice, will be held October 17, 2006 at Veteran’s Auditorium in Salem.

The meeting was adjourned at 4:00 p.m.