

Chief Information Officer Council

July 22, 2008

approved 08/19/2008

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

Council members present: John Margaronis, Peter van den Berg (for Ben Berry), David Almond, Vikie Bailey-Goggins, Theresa Masse, Kathryn Naugle (for Rick Howard), Dugan Petty, Trygve Larsen, Marc Williams, Julie Bozzi (for Mark Reyer), Bret West, Randy Whitehouse (for David Yandell), Bob DeVyldere, Lloyd Lowery (for John Koreski), Herb Riley, Baron Rodriguez, John Debban (for Troy Rutten), Curt Pederson and Dorothy Oliver

EISPD staff present: Wally Rogers, Scott Riordan, Ed Arabas and Charlene Wood

Others present: Brian King, Twyla Lawson and Britt Woessner (DAS)

Scheduled Agenda Items:

Announcements and Agenda Review – John Margaronis

John reviewed the agenda for the meeting. Dugan Petty introduced Wally Rogers as the new EISPD / E-Government Coordinator.

Approval of Minutes/Action Item Follow Up – John Margaronis

The June 24, 2008 minutes were approved as revised.

E-Waste Policy – Dugan Petty and Brian King

Dugan introduced Brian King, DAS Surplus Property Manager. Brian has been working on updating the Sustainable Acquisition and Disposal of Electronic Equipment policy. The policy has been distributed for review to the CIOC members. Brian reported that the contract with Garten is going well. Brian would like to remove Exhibit C, *Listing of Acquisition and Disposal Costs* from the policy. There have been changes within the federal government about who is managing the sanitization measures. DAS Surplus has used the Department of Defense in the past but will use Defense Security Services in the future. The language in the policy has been revised to reflect the change.

Dugan said this policy expresses that we want to use EPEAT as a standard that gets us to Energy Star 4.0. The policy creates a methodology to ensure that we are disposing our computer/electronic equipment in a responsible way. This policy gives us a way of having accountability for the disposal process and it ensures that we get it into the right hands for recycle/reuse. Dugan thanked Brian for his effort in building a collaborative partnership with Garten.

Brian asked for and received consensus from the CIOC members to move the policy forward to the DAS Director for final approval.

Career Fair Oregon – Twyla Lawson

Twyla Lawson reported there are 56 interns in the internOregon program this year. On August 22, 2008 the interns will be giving live presentations at the Salem Convention Center from 2:00 p.m. – 4:00 p.m. The state of Oregon is proud to present its first annual career fair to be held in September. The event will take place on Saturday, September 13, 2008 from 10 a.m. to 2 p.m.

on the lawn of the Capitol Mall in Salem, Oregon. The purpose of this event is to invite job seekers to consider what employment opportunities state agencies have to offer, and to encourage existing state workers to explore new job possibilities within state government. Agency representatives will describe to jobseekers the advantages of working in state government, and the satisfaction of following a career in public service. Additionally there will be several booths that will be directed at hard-to-fill occupations such as nursing, information technology, auditing, and finance related professions, etc. Sean McSpaden will be hosting/coordinating the IT booth at the fair. Career information will be provided at agencies' booths and there will be workshops on different topics of importance to current employees and potential candidates such as promotion/career development within state government, resume building, interviewing, application tips, etc. Twyla asked for support from the CIOC members to attend, host a booth and to encourage their staff to attend.

Please contact Twyla Lawson or Britt Woesnner for further information.

Agency Sharing/Roundtable – All

Kurt Pederson – OUS - Google donated \$300,000 to the Open Source lab. This is the third contribution Google has made to the Open Source lab. OUS was successful in looking at seventy different emergency alert systems, creating an RFP and then selecting a vendor. The RFP was written on behalf of all the community colleges and universities in the state of Oregon.

Jon Debban – Employment – is looking at making a purchase for removable and portable devices encryption. Jon asked what other agencies will be using. Employment will be using GuardianEdge.

Dugan – DAS – the Natural Resource Cabinet is meeting tomorrow and has invited EISPD to present on Explorer/navigatOR. EISPD will host an e-Discovery forum on September 30th. Dugan reported that Paula Newsome will be the EISPD contact for the e-Discovery forum.

Theresa – DAS / ESO – the Incidence Response policy has been reviewed by the Enterprise Information Security Advisory Board and will soon be sent to Scott Harra, DAS Director, for signature and approval. ESO will hold a communications forum on Incidence Response. The forum will provide guidelines and procedures for the agencies to use. ESO will be sponsoring workshops in the fall to aide agencies in the development of their security plan. The agencies will have to have security plans in place by early July 2009. ESO's next on-line training module will be on ID theft.

Bob DeVyldere – Water Resources – has completed the security awareness training modules provided by the ESO. Bob reported that the training was beneficial to his agency.

Trygve Larson – Parks and Recreation – reported that his staff is encouraged to research, read a news article or just sit back and think about a better way to do business.

Mark Williams – DOJ – provided a brief overview of the IT projects at DOJ.

Kathryn Naugle – DHS – reported that the MMIS is on target and launched.

Dorothy Oliver – DCBS – OAGITM Summer Conference will be held August 26 - 29, 2008 at Eagle Crest Resort. OAGITM membership is open and encourages the CIOC members to sign up.

Lloyd Lowery – DOC – is working on their inmate management system.

Randy Whitehouse – OSP – has finished the work on their life scan project.

John Margaronis reported Lottery has moved their back up communications center to Bend.

Julie Bozzi – DAS/SDC – has been working on an annual report for the DAS Director.

State Data Center Rates – Bret West

Bret distributed the State Data Center Rate Development document to the CIOC members. Bret said the original plan was to use assessments rather than rates as the funding mechanism for the SDC. Assessments would have allowed the agencies time to operate, which would have provided some historical data for rate-setting. The SDC Finance Committee and DAS/Operations worked to get the current rates in place by July 1, 2008.

The SDC budget has not changed since it was adopted by the 2007 Legislative Assembly; it remains at \$167.6 million for the biennium. For the 2009–2011 rates DAS is trying to make the rates fair, predictable and service–based.

Bret provided a brief outline of what the committee tried to accomplish:

- Separate rates for different tiers of storage on the SAN and for tape storage
- Agency-specific costs are allocated to the agency generating the cost
- Move away from charging by the box for distributed and midrange servers
- Review decision to combine network and security into one rate
- Normalization factor for the new mainframe
- 2009 -11 SDC agency budget request is \$180.3 million (this includes personal services increases, inflation and POPs)

Bret asked if anyone would be interested in serving on a Communities of Practice (CoP) for finance. If you have further questions or would like to serve on a financial issues CoP please contact Bret West.

The revised rates are available at: <http://oregon.gov/DAS/SDC/docs/rates/rates.pdf>

A rate FAQ document is available at: <http://oregon.gov/DAS/SDC/docs/rates/fag.pdf>

Action: Peter asked Julie for the details of the disaster recovery contract. Julie will repost the SunGard contract to the SDC Website.

Action: Bret will send the presentation to Charlene Wood to distribute to the members.

IT Asset Inventory and Management Policy – John Margaronis & Dugan Petty

EISPD sent the revised draft policy to the CIO Council members for their review and input. The deadline to receive comments was July 15, 2008. The IT Asset Inventory and Management policy establishes standard methods and timeframes that state agencies will use to manage, collect and report their IT asset information. EISPD presented this policy to the CIOMC meeting on June 3, 2008. The authority comes under ORS 184.473 – 184.477.

The members agreed that EISPD should convene a workgroup to define the attributes and glossary components of the policy.

Julie Bozzi asked to have the policy sent to her with track changes on.

Contact Scott Riordan for participation in the workgroup.

Action: Send out the IT Asset Inventory and Management Policy with track changes.

Action: EISPD will convene a group to review the attributes and glossary. Sean will request adoption of the ITAM policy at the next CIOC meeting.

CIO Council Charter Update – John Margaronis & Dugan Petty

Dugan reported the CIOC Council charter workgroup is continuing to meet to work on the revision of the charter. The workgroup has been discussing the importance of the relationships and how to link up to the needs of the agency. The next meeting will be held August 12, 2008 from 11:30 – 1:00 p.m.

John adjourned the meeting at 4:00 p.m.