

# MINUTES - Draft



## Chief Information Officer Council - Draft

**Meeting Date:** February 3, 2009

**Attendees:** David Almond, Vikie Bailey-Goggins, Ben Berry, Jim Conlin (for Bud Borja), Bob DeVyldere, Rick Howard, Ed Klimowicz, Mike Schuft (for Sandy Jefferson), John Koreski, Trygve Larson, Lloyd Lowry, Jeff Marecic, Dorothy Oliver, Julie Pearson, Jon Dolan (for Curt Pederson), Jill Peterson, Sean McSpaden (for Dugan Petty), and Troy Rutten

**EISPD Staff:** Charlene Wood

**Guests:** Amy Vainieri and Peter Threlkel (SOS)

Bob DeVyldere called the meeting to order at 2:00 p.m.

### Approval of Minutes – Bob DeVyldere

The January 6, 2009 minutes were approved as written.

The action items were completed as assigned.

### E-government Business Case Update – Bob DeVyldere & Sean McSpaden

Bob and Sean McSpaden provided a brief update on the development of the E-government business case. The purpose of the business case is to evaluate alternate service delivery, contracting and funding models. Sean reported that the contract with EDS would expire in October of 2010. There were six options scored in the business case. One option is a transaction fee funded program, where the money collected would be used to fund the entire E-government program.

**Action:** Schedule Wally Rogers to provide an E-government update at a future CIOC meeting.

### IT Terms and Conditions Workgroup – Sean McSpaden

Sean reported at the December 9, 2008 CIOC meeting, a decision was made to work with the State Procurement Office (SPO) and the Department of Justice (DOJ) to form an IT Contract Terms and Conditions workgroup. The group is responsible to review and where possible, revise Oregon specific contract terms and conditions. This will improve vendor competition for state bidding opportunities, and will streamline the contract negotiation process.

The kick off meeting was held on January 22, 2009. The workgroup discussed the national effort to establish a set of standard IT terms and conditions that would serve as a common foundation for states across the nation. Two documents were distributed at the meeting; 1) Iowa study on Limitation on Liability and 2) IT Professional Services contract. Between January 22 and February 9, the workgroup agreed to identify problems, challenges, and opportunities. The workgroup will develop a charter, a list of deliverables, and hold an educational forum in March.

The workgroup members include Karen Johnson, Dianne Lancaster, Sean McSpaden, Jana Hart, David Almond, Julie Bozzi, Ben Berry, Rick Howard, Baron Rodriguez, Ed Klimowicz, DAS Risk Management Representative TBD, and a representative from the Information Technology Association of America.

Bob pointed out that the State Procurement Office (SPO) is working to enhance the vendor and agency relationships.

## Roundtable – All

Dorothy Oliver – DCBS – reminded the members that the OAGITM conference begins February 4<sup>th</sup> in Seaside. The summer OAGITM conference has been scheduled for August 17, 2009. Dorothy will provide information on the summer conference when it is available.

Julie Pearson – SOS – reported that SOS is using NotifyLink. The SOS has completed their first Business Continuity Planning (BCP) table top exercise. SOS will use the lessons learned to complete an agency-wide BCP table top exercise in April.

Ben Berry – ODOT – distributed “*The Value of IT and Marketing of Service*” and the course syllabus for the CIOs to review. Ben asked the CIOs to read the material and let him know if the training would be worth pursuing in the next biennium.

Trygve Larson – OPRD – as of January 1, 2009 the ATV safety course is available on the Web. OPRD has issued 350 cards per day. Trygve expressed his appreciation to all involved in the E-commerce application.

Jon Dolan – OUS – reported that the early bird registration for SANS training has reached the deadline.

Mike Schufft – Forestry – reported that Sandy Jefferson would return to the office on February 9.

Troy Rutten – Employment – The ReliaCard has replaced the check system. The majority of unemployment claims are paid through direct deposit and ReliaCard. Verizon has been scheduled to work on the upgrade for the call center.

Jim Conlin – Judicial – reported the appellate e-filing went live February 2.

Doug Juergensen – ODFW – is working on organizational planning. The launch in November for fishing and hunting licenses internet sales started with success. The internet had 46 percent of the sales. The number of users continues to increase and is well received. Doug will be recruiting for a network manager and requested any similar position descriptions be sent to him.

John Koreski – DAS/SDC – reported the DAS budget presentations started February 3. John pointed out how he values the collaboration and the relationships with the CIOs.

Rick Howard – DHS – will be attending the OAGITM conference.

Lloyd Lowry – DOC – is releasing 2 applications (1) live prison rate and (2) Oregon offender service. DOC is looking at e-mail archiving systems and would like to join the e-mail archiving workgroup chaired by David Almond.

Jeff Marecic – PERS – is outsourcing their blackberries to Notify Corp. Jeff reported that the service is easy to use and works with many mobile devices. If you would like additional information, please contact Jeff.

Jill Petersen – OYA – is migrating off Solaris to the AIX platform.

Sean McSpaden – DAS/EISPD – reported that DAS would be presenting to the Ways and Means every morning the week of February 2. Hearings for House Bill 2145 and House Bill 2146 are scheduled on February 16.

**Action:** CIOs review the “*Value of IT and Marketing of Service*” and proposed syllabus and respond to Ben

Berry with feedback.

### **Central Business Registry and American Institute of Graphic Arts – Julie Pearson, Amy Vainieri and Peter Threlkel**

Amy Vainieri, HAVA Graphic Design Team, presented the Central Business Registry (CBR) design suggestions. Amy completed a usability study from the designer's perspective. A standards manual was created for vendors to use, and the manual will be added to the SOS policy. As a proactive step, the design standard will be put in the contract with the primary vendor. Amy is working on a similar program for elections and has sent it to all the SOS divisions. Amy said there is great value in watching a user perform specific tasks.

AIGA is the professional association for design. AIGA sets the national agenda for the role of design in its economic, social, political, cultural, and creative contexts. AIGA is the oldest and largest professional membership organization for design. AIGA serves designers with five critical functions: information, communication, inspiration, validation, and representation. AIGA is authoritative in promoting and communicating standards for ethical conduct and professional expertise.

### **Statewide Quality Assurance Price Agreement – Sean McSpaden**

Sean reported there were fifteen responses to the Quality Assurance Price Agreement RFP. DAS/SPO plans to award price agreements to 11 vendors. The multiple price agreements will be managed through an intelligent rotation process for major IT projects and engagements. The projects above one million dollars will involve EIDSP and SPO. These price agreements will position the vendors on a list, and the next vendor in line can meet the qualifications or the agency can send a work order request to the vendor pool. The contract will be available for multi-jurisdictions and state agencies to use. The anticipated roll out date is between February and mid-March 2009. Please contact [Sean McSpaden](#) or the state contract administrator, [Lena Ferris](#) for further information.

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

#### **Next meeting:**

March 3, 2009

2 - 4:00 p.m.

North Mall Office Building

725 Summer St NE

Conference Room 124