

## Chief Information Officer Council – Meeting Minutes

December 11, 2007

approved 01/08/2008

The Chief Information Officer Council met at 2:00 p.m. at DAS West, Conference Room A, 155 Cottage St. Salem, Oregon

**Present:** Ben Berry, David Almond, Bill Carpenter, Ed Klimowicz (for Rick Howard), Trygve Larsen, Sandy Jefferson, Lloyd Lowry, Jeff Marecic, Sarah Meyer (for John Margaronis), Kathryn Naugle, Dorothy Oliver, Curt Pederson, Dugan Petty, Herb Riley, Baron Rodriguez, Bret West, Marc Williams, and David Yandell

**EISPD Staff Present:** Sean McSpaden, Scott Riordan, Darren Wellington, Nick Betsacon, Paula Newsome, Matt Matson, Dennis Miller, John Ritchie, and Charlene Wood

**Others:** Steve Schafer, DAS/HRSD

### Review of Agenda

Ben Berry reviewed the agenda for the meeting.

#### 1. Approval of Minutes/Action Item Follow Up – Ben Berry

The minutes from November 12, 2007 were approved.

#### 2. CIOC & CIOMC Leadership – Ben Berry

Ben Berry requested and received volunteers for membership to the CIO Management Council.

2008: Forestry (Sandy Jefferson - one additional term), DCBS (Dorothy Oliver), and Employment (Kathryn Naugle)

2009: Parks (Trygve Larsen), Public Safety (Lloyd Lowry), and Education (Baron Rodriguez)

2010: Revenue (David Almond), DAS Operations (Bret West), and Oregon State Police (CIO – TBD)

The members agreed to extend the current term of the CIO Chair to March 2008 to fulfill the one-year term obligation and at the same time facilitate a transition period with the incoming CIO Chair (Lottery – John Margaronis). John's term will end in December 2008.

#### 3. EISPD POPs – Dugan Petty

Dugan distributed the EISPD Policy Option Package (POP) summary. The POPs have been divided into three categories; yes, maybe and no. The "yes" category means the POP will move forward for Agency Head review, discussion, and determination.

EISPD has four POPs on the "yes" list:

- Identity and Access Management Program Support – data security vulnerability through the improvements to enterprise identity and access management. Staffing and contractual services will be used during the biennium to transition from a project to a program that will support and maintain the system
- E-government Capacity Increase – program growth has impacted ability of this fixed funded model to provide agencies additional/new services. This package increases business process and technical support to agencies that will enable additional capabilities and functionalities.
- Enterprise Architecture and Standards Program – creates an enterprise

architecture program to coordinate and plan the development of various segments of an enterprise architecture.

- E-Government Move to In-house Services – This package is for operational and staffing costs to move E-government hosting support to the SDC. The E-government contract with EDS expires July 2010. It creates an application development and maintenance support unit within EISPD.

EISPD has three POPs on the “maybe” list:

- Enterprise IT Service Management – ITSM software tools and processes will provide essential asset and IT operational performance information. This POP would transition the ITSM initiative from a pilot to a program.
- navigatOR – GIS Utility supporting Public Safety and Emergency – provides resources to maintain the 9 most critical statewide data base sets, data and technology access, enhance access to public safety data, planning and coordination, establish web portal, and establish regional support in-house.
- Enterprise IT Portfolio Management System and Program – development of an enterprise portfolio management system that enables selection, control, and evaluation of capital enterprise business initiatives with an IT component along with Agency specific initiatives.

Steve Schafer, Project Manager, DAS HRSD, reported he was leading work efforts on the Human Resource Information System (HRIS) in partnership with ODOT. Training will be provided to ensure the information is the same to everyone and that the information is readily available and duplicable when staff changes. The HRIS project staff is documenting the core business rules and processes used by DAS/HRSD. DAS and ODOT are working to identify a pre-implementation vendor to help guide the initiative work team through the software selection and implementation processes. The next steps for 2008 are to:

1. Identify agency and business partner advisory groups
2. Identify detailed business needs and requirements
3. Prepare a business case and cost benefit analysis
4. Develop an RFP to identify a commercial software package

**Action:** Dennis Miller will schedule an I&AM forum to discuss the costs, work efforts and effect of the program to the agencies.

**Action:** Dugan Petty will provide the EISPD POP documents to the CIO Council and request feedback.

#### 4. EISPD Tactical Plan – Sean McSpaden

Sean McSpaden distributed three documents outlining EISPD’s tactical plan. On all three documents, there is a two-year planning horizon. We have a four-year strategy with a two-year tactical horizon. 82 initiatives are scheduled to be completed in the 2009-11 biennium. Sean requested feedback from the CIO Council members importance of the initiatives, relative priority, and feasibility. Ben suggested discussing the tactical plan at a separate meeting.

**Action:** Sean McSpaden will send a survey to the CIO Council members seeking their feedback on the EISPD tactical plan.

**Action:** Sean McSpaden will present the survey results at the CIOC meeting on January 8, 2008.

## 5. Draft Enterprise Incident Response Policy – Dugan Petty and John Ritchie

ESO is coordinating an incident response policy with SDC Security and the Information Security Council. The state incident response team is responsible if the incident affects more than one agency. Each agency will develop an incident response plan. Agencies will be responsible communicating with the state incident response team. Within the policy, a 24-hour timeline will be required for an agency to report to the ESO. ESO is developing a communication plan. ESO is asking agencies to identify and designate a single point-of-contact. ESO needs to be able to engage in out-reach efforts along with coordinating agency response efforts. The scope is to be able to respond to multiple agency incidents. ESO will be available to assist agencies that do not have the staff or ability to handle incidents.

Dugan requested feedback from the CIO Council members to incorporate into the revised policy.

**Action:** Dugan Petty will distribute an electronic copy of the draft policy. Please address questions or comments to Theresa Masse or John Ritchie.

## Electronic Record Management Systems CoP Charter Results and Work Plan

Ben reported that the CIOMC endorsed the Electronic Record Management Systems (ERMS) CoP updated charter and work plan. The primary change to the ERMS CoP charter and work plan was the removal of developing a statewide price agreement. A work group would be formed to create the statewide price agreement.

Paula Newsome requested, and received, CIO Council endorsement of the updated charter and work plan. Baron Rodriguez moved to adopt the updated charter and work plan; Bret West seconded the motion. CIO Council approved the request.

## Open Source CoP Charter Results and Next Steps

Nick Betsacon presented the draft Open Source Community-of-Practice (OS CoP) Legal and Procurement Analysis. The sunset date for the OS CoP is December 31, 2007. The OS CoP was tasked with three initiatives, with the first two initiatives have been completed – OS inventory and opportunity evaluation. Nick said this report constitutes the final analysis concerning critical legal and procurement aspects of state agencies acquiring and using OS software (OSS) in their environments. The report contains 12 components:

1. Executive Summary
2. Common Terms
3. Vision and Pathway to Vision
4. Issues to Resolve
5. OSS: What it is, What it isn't
6. OSS: Likely Business Models and Licenses that State Government Will Engage
7. The Value and Risk of OSS Acquisition and Use to State Government in Oregon
8. Current Acquisition and Use of OSS in State Government in Oregon
9. Future Acquisition and Use of OSS in State Government in Oregon
10. Findings
11. Recommendations
12. Appendices

Under current law and regulation, the State has sufficient authority and means to engage software developers and suppliers in meaningful market research to generate

sufficient information to make informed decisions concerning particular categories and types of software. Current law and regulation provides the State with a wide array of effective sourcing methods for the best value procurement of goods and services including software, regardless of its source.

The OS CoP recommends the State develop an enterprise policy for Software acquisition and use that lists the common risks attendant to the acquisition and use of software including OSS, and which identifies the resources and procedures that agencies should use to help develop and implement safeguards to manage these risks. This information should be in multiple policy appendices that provide guidance, instruction and resource references concerning the minimum measures and safeguards necessary to ensure the agency's compliance with applicable security, technology, acceptable use, procurement and licensing requirements and standards.

The policy should require agencies to ensure that they have established and are implementing a software review process that governs the introduction and use of software in their environments. For many agencies, this direction will require simple modifications to existing policies. The established review process should include the general activities and events identified in the policy. Agencies should be authorized to supplement the policy based upon their unique obligations and needs, provided the agency-generated measures do not diminish the policy requirements.

There are over sixty different license types for OSS. There is an separate appendix on licenses.

**Action:** OS CoP will present their final report at the January 2, 2008 CIOMC meeting.

#### Agency Sharing / Roundtable – All

Curt Pederson acknowledged Scott Riordan for providing Enterprise Architecture information to Malcolm LeMay.

Kathryn Naugle reported security and SDC themes are shared across the nation. The general tone around the State Data Centers is not very positive. If anyone would like more information, please contact Kathryn.

Baron Rodriguez reported that Department of Education has been working on building regional portals.

Bret West reported that DAS SDC has completed the work on the new rate structure for 2007-08. Bret will distribute the new rates today. Call Bret with any questions. DAS is setting rates for the SDC for one year only. The rates for 2008-09 will be ready by May or June.

Lloyd Lowry reported DPSST is working with Theresa Masse on digital signatures.

Sean McSpaden reported the IT Budget instructions would be ready by January 4, 2008. There will not be much change to the instructions. EISPD have provided business case training to the agencies.

The meeting adjourned at 3:50 p.m.