

# Minutes

## Enterprise Goods & Services

### Customer Utility Board



**Members:**

- Ray Brixey – Chair**  
DOC
- Bob Baxter– Vice-Chair**  
Judicial Dept.
- Cyndi Wickham**  
State Lands
- Sean McCormick**  
Military Dept
- Merle Lindsey**  
OLCC
- Tracy Wroblewski**  
ODOT
- Caleb Yant**  
OHCS
- Gail Shibley**  
OYA
- Shawn Waite**  
Dept. of Revenue
- Vacant**  
Teachers Standards and Practices
- Ron Bersin**  
Ethics Commission
- Martin Pittioni**  
Board of Accountancy
- DAS Support Staff:**
- Bret West**  
Interim CAO
- Janet Savarro**  
DBS Administrator
- Bret West**  
EGS Administrator
- Lieb Lee**  
DBS Analyst
- Debby Dyer**  
Administrative Support

**Meeting Date:** July 20, 2016  
**Time:** 10:00 a.m. – Noon  
**Location:** Somerville Building | 775 Court St NE, Salem OR 97301  
**Attendees:** Tracy Wroblewski, Sharon Domaschofsky(for Merle Lindsey), Bob Baxter, Ray Brixey, Ron Bersin, Shawn Waite, Cyndi Wickham, Martin Pittioni, Bryce Dohrman (for Sean McCormick)  
 DAS Support: Bret West, Lieb Lee, Trudy Vidal, Penny Evans, Tim Hendrix, Brad Cunningham, Ty Hendrix, Eric Sexton, Katya Medvediva,  
**Guests:** None  
**Absent:** Gail Shibley, Caleb Yant

TOPIC	PRESENTER
<b>Welcome</b>	Ray Brixey
<ul style="list-style-type: none"> <li>• Minutes review – approved</li> <li>• Action items – completed</li> <li>• Need 2 more volunteers for subgroup – Ron Bernsin, Cyndi Wickham, Martin Pittioni, and Shawn Waite are the 4 volunteers</li> </ul>	
<b>eProcurement System</b>	Bob Baxter Bret West
<ul style="list-style-type: none"> <li>• Bob Baxter was in a group that toured e-procurement systems in Jefferson, MO and Boston, MA. Down to 2 finalists, but no update other than that. Long term goal would be to replace ORPIN.</li> <li>• ORPIN fee waiver for certified businesses – Bret will continue to work with Serena in the Governor’s office. Wanting to make sure they are still on the same page.</li> </ul>	
<b>Project Music</b>	Bret West
<ul style="list-style-type: none"> <li>• Project is in yellow, schedule status is still in red.</li> <li>• Making sure data is correct is biggest hurdle, eliminating phone lines not being used.</li> <li>• Projection sites are 5 weeks behind, production schedule being adjusted weekly</li> <li>• Conferences phones ordered to replace the Unify phones with Polycom’s</li> <li>• Hired several more staff for the team which should help</li> </ul> <p><b>ACTION:</b> Bret to get update on the conference phones and send out email to members</p> <p><b>ACTION:</b> Penny will send link to user manual for phones to Debby to send out</p>	
<b>Seismic Shutoff Valve project</b>	Bret West
Continuing to move forward with the engineering study. Expecting to have the contract finalized very shortly, allowing the engineering firm to take a look at Youth Authority facilities, accessing the feasibility of putting in Seismic shutoff valves.	
<b>EGS CUB Charter</b>	Ray Brixey
Ty will send a doodle poll to the subgroup. Expecting it will take 2 or 3 sessions. Will be approximately a 3 month process.	

## SLA Performance Measure review

- **FBS** measure review –
  1. Datamart availability – does it come up on time and is it loaded properly. Should we track the number of hours “down” instead of “number of times”?  
Members agreed to suspend this measure.
  2. Percentage of SFMA nightly batch cycles completed successfully.  
Members agreed to suspend this measure.
  3. Percentage of compliance-related OSPA updates released before mandated due date.  
Members agreed to suspend this measure.
  4. Percentage of complete manual checks delivered/processed within the same day if requested before cutoff.  
Members agreed to keep this measure.
  5. Percentage of PERS records suspended due to inaccurate information.  
Members agreed to keep this measure, but lower target to 2%.
  6. Percentage of unusual/potentially suspicious SPOTS card transactions communicated to agencies within one business day.  
Members agreed to keep this measure.
  7. Percentage of Shared Payroll Services’ client agency paychecks that are delivered within the timeframe applicable to each pay check.  
Members agreed to keep this measure.

Suggestion to add measure for all 3 systems availability. Members agreed.

- **Procurement Services** –
  1. Percentage of contract quality surveys stating contract met business needs.  
Members agreed to keep this measure but refine it. Will bring back at the next performance review.
  2. Percentage of contracts completed by the agreed upon date.  
Members agreed to keep this measure.
  3. Percentage of complaints on statewide price agreement vendor performance.  
Members agreed to suspend this measure for now.

Will pick up here for next CUB meeting.

### **Next meeting:**

August 17, 2016

10:00 a.m. – Noon

Somerville Building | 775 Court ST NE