

MINUTES



CIO Management Council

Meeting Date: December 17, 2009

Attendees: Lloyd Lowry, Troy Rutten, Julie Ruthven-Pearson, John Koreski, Ben Berry and Ling Kan

EISPD Staff: Scott Riordan, Sean McSpaden, Stacie Younk (Scribe)

Guests: Mark Williams

Sean McSpaden called the meeting to order at 10:30 a.m.

Approval of Minutes – Agenda Overview – Sean McSpaden

Sean and Julie welcomed management council members and guests and briefly reviewed the meeting agenda. Sean requested changes to the minutes, minor changes to note, and the minutes were approved by Julie, seconded by Lloyd and carried by Sean.

Decision Point: Sean presented the December 2, 2009 draft meeting minutes for review and requested a motion to approve with changes. Julie moved to approve the minutes, as amended and Lloyd seconded that motion.

Hand-Outs: Draft CIOMC Meeting Minutes dated November 2, 2009 and CIOMC Agenda dated December 17, 2009.

Windows Workgroup Update – Trygve Larson

Sean advised the management council Trygve would have an update in January 2010, as the workgroup did not meet over the Holidays. Julie pointed to the Communities of Practice portion of the back of the CIOMC agenda.

Ling asked if there was a Community of Practice for Windows XP. Sean explained the Technology Refresh Committee (TRC) comprised of agency representatives will reconvene in the Spring of 2010 to review the state IT Hardware Standards and will be talking about other subjects such as desktop operating systems and other industry trends. He agreed to keep the Management Council updated on their progress.

Decision Point/Action Item: Windows Workgroup Update will be added to the agenda for the January 2010 CIOMC.

Roundtable – Agency Updates – All

Members engaged in a discussion of the current need to identify overlapping strategic needs within the enterprise. They further discussed a process in which business need and processes, especially key mission critical items, require complete engagement of key agency business leaders for agency IT leaders to help build an infrastructure to support mission critical work and move agencies forward.

Email Roadmap – Scott Riordan/Sean McSpaden

Scott advised the management council the Email Roadmap is currently under development and will take current environmental situations into consideration such as the current efforts of DHS to move from Groupwise to Exchange. Members discussed at length there may or may not be reasons to standardize, or not, on one enterprise email system. Scott explained the roadmap will be supported by the enterprise who will review/analyze enterprise email data and take a business requirements approach supported by a full cost/benefit analysis of standardizing, or not, depending on the effectiveness of the efficiencies an enterprise wide or standardized approach may benefit the state.

Hand-Out: Statewide Roadmap Email and Related Services, Draft V0.1, Report to the CIO Management Council

DOJ Model Rules/IT T's & C's – Mark Williams

The DOJ Model Rules will be updated to reflect the changes by the passage of HB2867 with regard to the feasibility study and cost analysis required prior to the procurement of services.

Mark provided a high-level overview of the status of the IT T's & C's Update:

- Five new forms have been created, one has been revised;
- Shift from negotiating all T's & C's with vendors upfront and allowing for multiple rounds of negotiation with potential vendors;
- Allow for more flexibility to work with vendors at multiple steps of the procurement process to remedy deficient bid submissions (technical in nature); and
- Encourage vendors to provide potential more details in their proposal allowing the state to consider industry trends only outlined in the RFP.

In summary, Phase I: Finalize the terms and conditions, Phase II: Roll-out the new documents, and Phase III: Agencies will begin utilizing the forms and DOJ will provide agency trainings.

IT Cost Savings & Efficiency Report – Sean McSpaden & Scott Riordan

Sean asked the Management Council to focus on submitting agency IT projects currently underway or planned in the near future to Scott to begin to compile an IT Cost Savings and Efficiency Report to the Joint Ways & Means Committee in February 2010.

Action Item: Agencies will submit IT project information to being to populate the IT Cost Savings & Efficiency Report.

EIRMS Update – Scott Riordan

Scott thanked everyone for all of the valuable input on the revision and update of the Enterprise IRM Strategy. He noted the revised strategy is in support of the HB5002 Budget Note to: Prepare an updated EIRMS along with the IT Cost Savings Report, the development of the Enterprise IT Security Plan and status update of EISPD & the SDC' response to the Secretary of State Audit findings in 2008, and preparing and submitting an E-Gov Transition Plan to the Joint Ways & Means Committee in February 2010.

Sean adjourned the meeting at 12:00 PM

Next Meeting:

January 27, 2010

10:30 – 12 noon

Revenue Bldg, Room 463

955 Center Street NE

Salem, OR