

# Chief Information Officer Council

June 24, 2008

*approved 07/22/2008*

The Chief Information Officer Council met at 2 p.m. at the Department of Revenue, Fishbowl, 955 Center St NE, Salem.

**Council members present:** John Margaronis, Ben Berry, David Almond, Jeff Marecic, Theresa Masse, Ed Klimowicz (for Rick Howard), Mike Schuft (for Sandy Jefferson), Sean McSpaden (for Dugan Petty) Vikie Bailey-Goggins, Dave Howard (for Marc Williams), Julie Pearson, Bret West, David Yandell, Ben Berry, Bob DeVyldere and Lloyd Lowery (for John Koreski)

**EISPD staff present:** Scott Riordan, Ed Arabas, Nick Betsacon, Darren Wellington, Paula Newsome, Matt Mattson and Charlene Wood

**Others present:** Heidi Zinsmann (Lottery), Randy Whitehouse and Ramona Rodamaker (OSP)

## Scheduled Agenda Items:

### Announcements and Agenda Review – John Margaronis

John welcomed Bob DeVyldere as the new CIO Council Vice-Chair and announced Sean McSpaden as the new Deputy State CIO. John reviewed the agenda for the meeting.

### Approval of Minutes/Action Item Follow Up – John Margaronis

The June 5, 2008 minutes were approved as presented.

### Agency Sharing/Roundtable – All

Bob DeVyldere – Water Resources Department is looking at a variety of ways to enter geospatial data. A pure ESRI solution is not necessarily the best direction for us to go in and we are researching different options.

Heidi Zinsmann – Lottery is working on the implementation of the new on-line gaming system which is scheduled to go live in November. Lottery is about to start their fiscal year and they are looking at the range of projects they have committed to and are reviewing their IT resources to line them up with the commitments made.

Jeff Marecic – PERS is heading into their budget cycle. PERS has sent out the annual statements. It will take 12-18 months to migrate to a new organizational structure. The first step was to merge two sections together; Quality Assurance section was combined with Software Engineering Services. In the next six months we will break this merged group into teams. My group is working on responding faster while the business group is learning to operate in a more structured way.

Theresa Masse – DAS/ESO strategic plan was approved by the Enterprise Information Security Advisory Board. The Incidence Response policy is under review and will be sent to the DAS Director for approval within a couple of weeks. There was a good turn out at the forum on security plans. The agencies need to have a security plan developed and submitted to DAS/ESO. The security plans will be due by July 2009. Small agency guidance will be posted on the ESO Website.

Ed Klimowicz – DHS - Medicaid Management project is still on track with a release date of September 2008. DHS is completing the study of their business processes.

Mike Schuft – Forestry is starting their business process evaluation of the reengineering project. Forestry community is excited about this especially the business side.

Sean McSpaden – DAS/EISPD – Our BCP section has a vacant position and the job announcement will be posted soon. ITIP has a couple of statewide price agreements; QA RFP and ERMS RFP that will be released in July 2008. DAS is about to complete their sustainability plan and part of it is the greening of IT and power management. EISPD will be working with DAS Operations regarding power management on the desktop at DAS. EISPD plans to hold a power management forum before the end of the year.

Vikie Bailey-Goggins – PUC is focusing on information asset classification, BCP and looking at document management systems. Looking at Web interfacing tools.

Dave Howard – DOJ – deployed the document management system to the largest DOJ legal unit. Next month they will roll out the system to the General Counsel. The way this project has been run is a great model to show the effective way to run a project as driven by business leaders.

Julie Pearson – SOS – The Electronic Records Management pilot is going live. The project is in QA now. SOS is working on a public records project which will be ready to launch in the near future. The Central Business Registry is going well. We are moving into Agile development which is a change for us.

Bret West – DAS is working on rates with the counties. The SDC rates were approved yesterday by the SDC Governing Board. The VPN rates have not been completed yet. For more information please contact Peter Lundberg or Darin Rand. DAS is working on the sustainability plan. We are working on the standards for desktop and hardware purchases.

David Yandell – OSP – David introduced Ramona Rodamaker, Director of Administrative Services Division and Randy Whitehouse, Manager of Computer Services. Once again, OSP is recruiting for a CIO.

Ben Berry – ODOT is continuing to work on the ERP program. ODOT is teaming with DAS to put the project together. A joint meeting was held yesterday. The procurement process is under review. We are looking at our internal IS procurement processes, our ODOT procurement processes and the SPO procurement processes in order to get a birds eye view of a flow chart and how many hours it takes to get the various stages of the process. ODOT is in the middle of a mainframe migration. The FileNet application we have implemented e-mail manager now can have the e-mails go in the central repository. We are working with the business owners to establish the rules on retention. Ben announced that he will be on vacation the next few weeks.

Lloyd Lowery – DOC – Lloyd reported that everything is going well at DOC.

David Almond – Revenue is working on an IT transition plan and the agency strategic plan.

John Margaronis – Lottery – The Lottery Commission will meet on Friday to approve the budget for next year. The budget has doubled this year over last year. Lottery is establishing their application architecture.

#### **CIOC Survey and CIOC Charter – John Margaronis and Bob DeVylde**

John asked if any of the council members had any questions about the survey. One of the items that came out of the survey was that the CIO Council needed to define what its purpose was and to define a charter that guided our actions and to help us move forward. The first meeting was held on June 17, 2008. The workgroup will be meeting bi-weekly until August to work on the charter. The previous charter and policy have been reviewed and are being used as a guide for the CIOC charter. The draft charter will be brought forward to the CIO Council members for edits and recommendation. The survey results showed that there was significant interest in

having presentations from the CIOs on the issues that are going on within their agencies and to engage external presenters. Contact John or Bob if you would like to present a topic at a future meeting. Bob pointed out that the presentations should be interactive, not just presenting the material but personalizing it. The presentation does not have to be a successful project but the point is to get the conversation started. Bob pointed out how important it is to get a dialog going that creates an interactive conversation.

**Action:** Contact John or Bob for presenting an agency topic at a future meeting.

#### Lottery's Business Continuity Management Plan – John Margaronis and Heidi Zinsmann

Heidi provided an overview of the Lottery's Business Continuity Management Plan (BCMP). The plan content is focused on recovery of our revenue-generating capabilities resulting from a disaster. The first step in developing the BCMP was to complete a gap analysis on what we did have (existing DR plans) and what we needed to have. The plan development used critical content based on Business Impact Analysis priorities and best practices. Heidi provided a "Network/Disaster Recovery Infrastructure Overview" diagram.

The presentation is available on the intranet at:

[https://intranet.egov.oregon.gov/sites/DAS/EISPD/CIOC/docs/handouts/062408/Lottery\\_BCMP\\_Overview.pdf](https://intranet.egov.oregon.gov/sites/DAS/EISPD/CIOC/docs/handouts/062408/Lottery_BCMP_Overview.pdf)

John reported that Lottery is extending their marketing out to the airports and non standard locations in order to produce more business.

Heidi reported that lottery has a detailed program plan with 15 objectives. The top priorities are around improving recovery capabilities for the video on-line and internal control systems; lottery's gaming network; and critical business systems. The Lottery is providing BCP awareness training. Plans are being made to conduct a table top exercise and recovery tests on the systems.

#### IT Asset Management Policy – John Margaronis and Sean McSpaden

Sean requested the members start the review of the IT Asset Management policy. Sean provided a summary of the policy creation. The policy, guidelines and maturity path for the collection and submission of IT Assets is available at:

[http://www.das.state.or.us/DAS/EISPD/ITIP/docs/107004040InfoTechnologyAssetInventory\\_MgmtV1\\_2.doc](http://www.das.state.or.us/DAS/EISPD/ITIP/docs/107004040InfoTechnologyAssetInventory_MgmtV1_2.doc)

Additional resources for agencies are available at:

IT Asset Management Glossary of Terms:

[http://www.das.state.or.us/DAS/EISPD/ITIP/docs/ITAM\\_Glossary\\_05\\_2008.doc](http://www.das.state.or.us/DAS/EISPD/ITIP/docs/ITAM_Glossary_05_2008.doc)

IT Asset Inventory Definition Document:

[http://www.das.state.or.us/DAS/EISPD/ITIP/docs/ITAM\\_Inventory\\_Definition\\_Documentv3.doc](http://www.das.state.or.us/DAS/EISPD/ITIP/docs/ITAM_Inventory_Definition_Documentv3.doc)

Hardware Inventory Spreadsheet:

[http://www.das.state.or.us/DAS/EISPD/ITIP/docs/xxxxx\\_Asset.XLS](http://www.das.state.or.us/DAS/EISPD/ITIP/docs/xxxxx_Asset.XLS)

Software Inventory Spreadsheet:

[http://www.das.state.or.us/DAS/EISPD/ITIP/docs/xxxxx\\_Software.XLS](http://www.das.state.or.us/DAS/EISPD/ITIP/docs/xxxxx_Software.XLS)

The need for continuous inventory of IT assets still exists. Each agency is required to assign an IT asset coordinator along with the tagging of assets; collecting and maintaining inventory. We would like included in the budget process the development and submission of a lifecycle replacement plan. To date we have received comments from the SDC, SCD, CIOMC members, Employment and ODOT. A second round of review has begun within DAS on the changes that have been made so far. The target date for the DAS Director approval is in July 2008. The inventory will be due six weeks after the DAS director signs the policy.

**Action:** Sean will forward the draft revised policy and Web links to the CIOC members. The

responses are due July 15, 2008.

John adjourned the meeting at 3:40 p.m.