Information Technology Investment Board

DRAFT

Minutes

Executive Evaluation and Governance Committee
Wednesday, October 18, 2006
2:00 – 3:30 p.m.
VITA Auditorium, 4th Floor
110 South Seventh St., Richmond, VA 23219

Members Present

Kenneth Johnson
Jim McGuirk
Mary Guy Miller, Chair

Members Absent

Hiram Johnson

Others Present

Lem Stewart, CIO
Len Pomata, ITIB
Peggy Ward, VITA
Debbie Secor VITA
Karen Helderman, APA
Paul Dodson, VITA
Mary Beathy, Base Tech.
Debbie, Dodson, VITA
Don Parr, Bearing Point
Judy Napier, Deputy Secretary of Technology
Fred Duball, VITA
Walter, Kucharski, ITIB
John Westrick, ITIB Counsel
Beverley Coleman, VITA
Cathie Brown, VITA
Sheila Alves, VITA
Blake Bialkowski, APA
Susan Woolley, VITA
Todd Kissam, VITA
JR Nama, CVC
Jerry Simonoff, VITA

Call to Order

Dr. Miller, Chair, called the meeting of the Information Technology Investment Board Executive Evaluation and Governance Committee to order at 2:05 p.m., welcomed all and called the role. There was a quorum.

Approval of Minutes

Dr. Miller presented the minutes of the July 19, 2006 Executive Evaluation and Governance Committee meeting.

A motion was made by Mr. Johnson and seconded by Mr. McGuirk to approve the minutes as presented.

All voted in the affirmative.

VITA Strategic Plan Status

Mr. Simonoff stated that no additional instructions have been received. The Governor's budget should be released around December 15. Next update for business will probably be mid-March.

VITA SWAM Program

Mr. Roberts stated that SWAM spending exceed the CIO Objective for Fiscal Year 2006 with Prime and Subcontractor spend totaling $24.3m which is 15.4% of eligible spend FY 07 presents some new challenges and opportunities as most of VITA's eligible spend now goes to Northrop Grumman. VITA FY 07 SWAM Goals are $30 million which is 20% of eligible spend for prime and subcontractors.

Mr. McGuirk queried that, based on the Chart on page 4, it seems that we have only $2.3m in SWAM spend for two months so can we realistically hit the goal? Mr. Roberts stated that spending was cyclical and there was also the NG startup to consider. He further stated that he thought the goal was achievable but could not be certain we would make the goal with only 60 days of data to consider. Ms. Coleman stated that some subcontractors spend is not yet included but would be for the quarter.

Mr. Johnson asked if Ms. Coleman was Staff or Manager. Mr. Roberts responded: Staff.

Mr. Johnson asked if the numbers on page 6 are duplicated between the SWAM categories? Ms. Coleman stated no, Small is all white male, Women are all white and minority included all else.

Mr. Johnson asked if we are paying a markup to Northrop Grumman on what is spent on SWAM's. Mr. Roberts stated not for the Base, but on all else, yes.

Mr. Johnson asked if these numbers included the Chesterfield facility being built. Ms. Coleman responded no as these numbers include only IT expense as this is what is required by DMBE. Mr. Roberts added that we are not making payments on the facility at this time but would be in the future so they are still considering how, if at all, to count that SWAM spend.

Dr. Mille asked how a SWAM status was considered, what criteria. Mr. Roberts stated there is no criteria but the new Executive Order encourages set asides and asked Mr. Westrick to confirm. Mr. Westrick agreed.

VITA Customer Survey Action Plan

Debbie Secor presented the Customer Survey Action Plan update. Ms. Secor stated that the actual instrument and partner are to be determined. Survey will be expanded to capture market segments in addition to the Executive Branch agencies such as localities. Survey now scheduled for release in February/March 07 and the Committee will be provided and opportunity to review and comment on the instrument prior to release. Ms. Secor stated they may use the same questions for the Executive Branch as were used last year.

Mr. McGuirk queried whether we would ask what our role should be. Ms. Secor stated that they are hoping to frame some questions around this.

Dr. Miller stated that we appreciate all you do and it is very important to distinguish between assessment and education noting that this survey should be an assessment.

CIO – Objectives Status

Lem Stewart briefed on the status of the CIO Objectives noting that he would address the seven objectives that are in a yellow status rather than the 19 that are green. 7 are yellow including: 2 for the partnership; 2 for security, 2 for Project Management and the 1 for the Customer Survey due to the later release date. Mr. Stewart discussed the service level agreement and financial milestone status for Objective A noting the federal issue. He discussed the two related to Security noting that difficulty in finding talented security professionals. He noted that universities do not generally have security degrees so the pool is smaller and when you do find them the necessary salaries exceed the COV payband. Mr. Stewart discussed the customer survey stating that reaching out to the 900 rather than 90 customers would provide more accurate results but noting that the survey issuance would be a couple of months or so later than planned. He discussed the two for Project management and discussed a change in strategy. He noted the 60% increase in the usage of premium contract labor yet a decline in projects submitted.

Mr. Johnson stated that perhaps reaching out to Dr. Trani at VCU would be useful in locating security talent. Ms. Ward replied that she is in touch with Dr. Dhillon of VCU and is in the process of entering an agreement for one of his interns studying for his PhD to work with us.

Mr. McGuirk stated that we need to look at right sizing the VITA organization stating that Lem is doing a good job. Mr. McGuirk state that we perhaps need to resplit resources between the partnership and VITA retained so that the optimal size of each is attained noting that VITA retained should be right sized but not so small as to make it impossible to fulfill the business needs.

Change Management

Karen Farwell presented VITA Change Management. Mr. Stewart spoke to the partnership components noting the many partners of VITA and discussed the reconstruction of VITA.

Ms. Farwell discussed the VITA Strategy Articulation Map including the VITA vision, mission and strategic objectives. Dr. Miller stated that it was an excellent job noting it is very difficult to be succinct.

Mr. Johnson asked if the line persons had seen these because if they are given it as complete they may not accept. Ms. Farwell stated that an off-site was scheduled to introduce these but wanted to make sure they were on the right path first. She stated they would be introduced as almost complete.

Ms. Farwell asked the Committee to consider whether the ITIB might wish to create the ITIB Vision and Mission also.

Mr. Pomato inquired as to where the Commonwealth Strategic Goals for IT fit within this and Mr. Simonoff directed his attention to the top right where they are listed.

Mr. Kucharski noted that it did not seem that all of the mandates were listed as it appeared that Dan Ziomek's people did not exist. He also noted that it did not show VITA as having leadership for setting IT direction. Ms. Farwell replied that it was intended to show those things but if the questions were being asked it was not apparent enough.

Mr. Johnson noted that the Map did not align with the survey results which showed a lack of communication and mixed messages and state that there was no strategic objective for growing the business.

Dr. Miller noted that it is not perfect but that it is exciting to see it. She stated it is one thing for organization to say I know where we are and what we need to do but it was another thing to write it down.

CIO Evaluation (including closed session)

Dr. Miller then made the following motion at 3:35 p.m.:

I move that the Executive Evaluation and Governance Committee convene a closed meeting pursuant to the Code of Virginia §§ 2.2-3711.A.1 for the purpose of discussing the performance and compensation of the Chief Information Officer of the Commonwealth and pursuant to the Code of Virginia §§ 2.2-3711.A.7, for the purpose of consulting with legal counsel regarding employee compensation rules. The CIO, Counsel, and designated VITA staff should attend the closed meeting, as their attendance will aid our discussion.

Mr. Johnson seconded the motion. Mr. McGuirk, Mr. Johnson and Dr. Miller each voted in the affirmative. Dr. Miller announced the closed session would be held in the James River Conference Room on the 3rd floor and that open session would resume in the auditorium.

CIO Compensation (Open Session)

At 4:05 p.m. the members assembled in the Auditorium and Dr. Miller made the following motion:

The Executive Evaluation and Governance Committee is now reconvened in open session having completed a closed meeting. I will now conduct a roll call and ask each member to certify, to the best of his or her knowledge, that only public business matters lawfully exempt from open meeting requirements under the Freedom of Information Act and only those public business matters identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting.

Ms. Ward took a roll call vote; Mr. Johnson, Mr. McGuirk, and Dr. Miller each voted in the affirmative.

Dr. Miller then made the following motion:

I move that, in accordance with the ITIB CIO Evaluation Policies and Procedures, and based on the CIO's performance for the period February, 2006 – September, 2006, the Executive Evaluation and Governance Committee recommend that the ITIB approve certification to the Department of Human Resource Management that the CIO is performing at levels comparable to the rating of "Extraordinary Contributor" as used in the classified employee evaluation system.

Mr. McGuirk seconded the motion; Mr. Johnson, Mr. McGuirk, and Dr. Miller each voted in the affirmative.

Other Business

None

Public Comment

None

Adjourn

There being no further business, the committee meeting adjourned at 4:10 p.m.