



## DRAFT

### Minutes

#### Executive Evaluation and Governance Committee Thursday, October 16, 2008 10:00 a.m.

Commonwealth Enterprise Solutions Center  
Multipurpose Room  
11751 Meadowville Lane, Chester VA 23836

#### Members Present

Dr. Mary Guy Miller, Chair  
Hiram Johnson  
Jim McGuirk

#### Members Absent

Kenneth Johnson

#### Others Present

Dr. Patricia Cormier, ITIB Member  
Len Pomato, ITIB Member  
Walter Kurcharski, ITIB Member  
Lem Stewart, Chief Information Officer  
Debbie Secor, Customer Account Management Director  
Jerry Simonoff, Information Technology Investment and Enterprise Solutions Director  
Peggy Ward, Commonwealth Chief Information Security Officer  
John Westrick, Office of the Attorney General  
Public Persons

#### Call to Order

Dr. Miller, Chair, called the meeting of the ITIB Executive Evaluation and Governance Committee to order at 10:25 a.m.

#### Customer Council Questionnaire Results

Debbie Secor presented the results of the 2008 Customer Council Questionnaires indicating that the results showed a positive improvement for each council from the October 2007 results. Debbie also noted that the free form comments associated with the questionnaire, while not in her presentation, were in the ITIB members handouts. Mr. Johnson stated that he was very encouraged by the positive comparison from 2007 to 2008. Dr. Miller asked if there was anything indicated by the results that was unexpected and Debbie answered that there was not. Dr. Miller asked if there were any shifts or adjustments that would be made based on the results. Debbie responded that shifts and adjustments were being made not only based on the questionnaire results but also based on comments directly from agencies. Some changes include changing council members and shifts in council facilitation methods. Dr. Miller asked how the members were chosen, how long they served and what their obligations were. Debbie responded that she assisted Directors with their selections, agency head approval was obtained, the terms were generally one year and the obligations were to attend meetings and share information.

## Role Call

Dr. Miller asked Ms. Ward to call the role. Ms. Ward called the role and stated that there was a quorum.

## Approval of Minutes

Dr. Miller presented the minutes of the July 17, 2008, Executive Evaluation and Governance Committee meeting.

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

All three members voted in the affirmative. The minutes were approved.

## CIO Objectives

Dr. Miller asked Mr. Stewart to provide an update on the CIO Objectives. Mr. Stewart noted that 16 of the strategies to meet the objectives were green, one was yellow and one was red. He discussed C.3, outreach and marketing plan indicating that the strategy was to advance with caution making certain that the customer base is well satisfied first. He indicated that for 2009-2010 the first priority was to complete transformation while selectively packaging some services such as geographic services and E-911. He stated that in 2011 the outreach plan would become more mature including an online service catalog. Mr. Stewart elaborated that 2010 – 2011 would be a time to educate the market and 2012 – 2014 would include an aggressive campaign to expand business. He stated there were two market segments: localities and higher education. In cooperation with Dr. Cormier a plan will be made to make progress with higher education.

Mr. McGuirk stated that he was not sure he disagreed with the time frame but noted that we are essentially saying it will be 2-4 years before we give others any chance to participate and that he was concerned that the others would not be able to wait. He stated that he understood growing a business and the ideal time to expand was certainly when you know you can perform but the appropriate time is when the market is ready. He went on to express concern that 2014 seems to be a long time away and asked is there a way to drive a subset of the market. Mr. Stewart stated that yes there would be phased maturity and that today we serve localities in the geographic services, E-911, procurement and telecommunications arenas. He stated that once desktop refresh was completed we would offer others that service and also disaster recovery services would be offered soon.

Mr. McGuirk stated that he appreciated the clarification but asked if there was a way to quantify the expected increase in business as to whether it was \$300,000 or \$300,000,000? Is there an ability to forecast revenue and is there a person with the job of making that happen? Mr. Stewart explained that we do not yet know the size of the market at that depth but contractually he confirmed the need for that position and indicated that he had a temporary person in the role. He further stated that Northrop Grumman has Jorman Grainger and H. F. Jones in that role. Mr. Stewart advised that due to budget constraints he has curtailed the business development position and we may be in a lull for a bit but we have plans to move forward.

Mr. Johnson stated that taking care of the eggs in the nest today rather than going after new business had to be a priority. He further stated that transformation for him ends when all in-scope agencies were transformed. Mr. Stewart responded that he did not disagree but stated that we serve localities today in the geographic services, E-911, procurement and telecommunications arenas.

Dr. Miller stated that indeed 2014 seems a long time away and there may be a flip side opportunity to promote cost saving so the economy may push us to provide services

faster. Mr. Stewart responded that some entities are asking now – just recently a county requested information on the disaster recovery service offering.

Mr. Stewart went on to brief on the C.2 objective that is red and C. 5 that is yellow trending to red stating they have found the dates are not reasonable and indicated that inventory has been challenging. He stated that the dates were “TBD” pending dates from Northrop Grumman

## Closed Session

At 10:55, Dr. Miller made the following motion:

*“I move that the Executive Evaluation and Governance Committee go into closed session pursuant to §§ 2.2-3711(A)(6) and (A)(29) for the purpose of discussing the investment of public funds and planning for the terms and negotiation of a contract extension or contract of reappointment of the CIO, as discussion of these issues in open session would adversely affect the Board's bargaining position or negotiating strategy and hence, its financial interest, and pursuant to § 2.2-3711(A)(7) for the purpose of conferring with legal counsel regarding interpretation of the current contract, legal rules pertaining to any reappointment or extension, and rules for conduct of the closed meeting.”*

Mr. Johnson seconded the motion. Dr. Miller, Mr. Johnson and Mr. McGuirk, voted in the affirmative on a voice vote.

The committee went into closed session. Dr. Cormier and Mr. Pomato remained for the closed session as did Mr. Westrick. Mr. Kurcharski joined the closed session later.

## Reconvened Session

Upon returning at 11:42 p.m., Dr. Miller stated:

*“The Executive Evaluation and Governance Committee now is reconvened in open session having completed a closed meeting. I now will conduct a roll call and will 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 called the roll and Dr. Miller, Mr. Hiram Johnson, and Mr. McGuirk, responded in the affirmative so certifying.

## Other Business

Dr. Miller asked for other business. There was none.

## Public Comment

Dr. Miller asked for public comment. There was none.

## Adjournment

There being no further business, Dr. Miller adjourned the meeting at 11:45 p.m.