



## DRAFT

### Minutes

Executive Evaluation and Governance Committee  
Thursday, January 17, 2008  
9:00 a.m.

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

#### Members Present

Dr. Mary Guy Miller, Chair  
Hiram Johnson  
Kenneth Johnson  
Jim McGuirk (Arrived during Closed Session)

#### Members Absent

None

#### Others Present

John Westrick, ITIB counsel  
Lem Stewart, Chief Information Officer of the Commonwealth  
Walter Kucharski, ITIB Member  
Len Pomato, ITIB Member (arrived during closed session)  
Fred Duball, Service Management Organization Director  
Debbie Secor, Customer Account Manager  
Jerry Simonoff VITA IT Investment & Enterprise Solutions Director  
Peggy Ward, Chief Information Security Officer of the Commonwealth

#### Call to Order

Dr. Miller, Chair, called the meeting of the Information Technology Investment Board Executive Evaluation and Governance Committee to order at 9:15 a.m., welcomed all and asked Ms. Ward to call the role. Dr. Miller, Mr. Hiram Johnson and Mr. Kenneth Johnson were present. There was a quorum.

#### Approval of Minutes

Dr. Miller presented the minutes of the December 18, 2007 Executive Evaluation and Governance Committee meeting.

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

All three members voted in the affirmative.

#### 2007-08 CIO Objectives

The CIO briefed the Committee on the final status of the CIO objectives and related initiatives for the February 2007 through the January 2008 cycle. Of the 22 initiatives, 1 was cancelled

(Piloting next phase of IT Investment Portfolio Application) due to budget reductions and for the remaining 21:

- 1 – blue (Va. Base Mapping Orthophotography product)
- 17 - green
- 3 - yellow (IT Partnership)
- 0 – red

Mr. Stewart discussed those that were yellow.

## 2008-09 CIO Objectives

The CIO briefed the Committee on the proposed CIO objectives and related initiatives for the February 2008 through the January 2009 cycle noting the objectives were reorganized to place emphasis on Information Security, Customer Service and the IT Partnership as well as SWAM.

Dr. Miller asked that due to our yellows this year including B. 4 achieve partnership milestones, where did we stand on the proposed C. 4 & C.5. Fred Duball explained that since there is less time left as the schedule progresses there is less flexibility but he believes we will be back on track by the end of this year.

Mr. Hiram Johnson inquired as to why objective B.5 & B.7 could not be combined. Jerry Simonoff stated that B.5 is something we do today while B. 7 is a new initiative. Mr. Hiram Johnson asked if there is a budget to do B. 7. to which Jerry Mr. Simonoff replied we plan to accomplish this with existing staff. Mr. Kucharski asked whether if you lose existing resources does this objective go backwards. Mr. Stewart replied that if we lose staff we would need to reassess our priorities.

Dr. Miller asked if 95 percent is where we are today for B. 5 and Mr. Simonoff stated that it is where we are today.

Mr. Kenneth Johnson asked for further description of a “center of excellence.” Mr. Simonoff stated that it is a web site that provides a history of projects completed as well as tips and tools and a listing of persons with particular expertise.

Dr. Miller made a motion that the Committee recommend that the ITIB accept the objectives. Mr. Kenneth Johnson inquired about C. 3 which is to develop a plan. Mr. Stewart responded that it is a plan as it involves future actions including setting up a new division in VITA in preparation for 2009 when services can be offered to those outside of the Executive Branch thereby driving economies of scale and reducing cost.

Mr. Kenneth then motioned that the committee recommend that the ITIB accept the CIO objectives for the coming period. Mr. Hiram Johnson seconded and all three committee members voted in the affirmative.

## Closed Session

*At 9:36 a.m., Dr. Miller made the following motion: 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 and Freedom Of Information Act requirements for the conduct of the meeting. Counsel and designated VITA staff should attend the closed meeting, as their attendance will aid our discussion.*

Mr. Hiram Johnson seconded the motion and all three committee members voted in the affirmative. Note: Mr. James McGuirk (committee member) and MR. Len Pomato (ITIB member) arrived during closed session and joined the session.

## Reconvened Session

At 10:14 a.m., Dr. Miller invited all to return to the meeting room and made the following motion which was seconded by Mr. Hiram Johnson:

*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 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.*

Dr. Miller asked Ms. Ward to call the roll to ask those present to certify:

Dr. Miller – Yes  
Mr. Hiram Johnson – Yes  
Mr. Kenneth Johnson – Yes  
Mr. James McGuirk – Yes  
Mr. Walter Kucharski – Yes  
Mr. Len Pomato – Yes

Dr. Miller asked if someone would make 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 year ended January, 2008 the Executive Evaluation and Governance Committee recommend that the ITIB approve a **(0 - 5)** percent bonus for the CIO pursuant to Appropriations Act § 4-6.01.c.2.b.*

Mr. Kenneth Johnson so moved and Mr. Hiram Johnson followed. All voted in the affirmative.

## Other Business

None

## Public Comment

None

## Adjourn

There being no further business, the committee meeting adjourned at 10:26 a.m.