



**DRAFT**

## Minutes

### CIO Search and Executive Evaluation Committee Friday, July 24, 2009

Virginia Information Technologies Agency (VITA)  
Commonwealth Enterprise Solutions Center  
Chesterfield Conference Room  
11751 Meadowville Lane, Chester, VA 23836

#### Attendance

##### Members present:

Bertram S. "Bert" Reese, Chair  
Hiram R. Johnson

**Members absent:** Dr. Patricia Cormier

##### Others present:

Ashley Colvin, Joint Legislative Audit and Review Commission (JLARC)  
Jamie Bitz, JLARC  
Jim McGuirk, ITIB Chair  
The Honorable Len Pomata, Interim Chief Information Officer  
Carrie Nee, Office of the Attorney General  
Peggy Ward, Commonwealth Chief Information Security Officer  
Members of the Public

#### Call to order

Chairman Reese called the meeting to order at 9:00 a.m. in the Chesterfield Conference Room at the Commonwealth Enterprise Solutions Center (CESC) in Chester. Chairman Reese asked Ms. Ward to call the roll. Two of the three members were in attendance and the presence of a quorum was confirmed.

#### CIO Objectives

Chairman Reese asked Interim CIO Pomata to review the proposed CIO objectives for February 2009 through February 2010. The objectives include:

Objective A: Enhance Customer Service and Relationship Management (Weight: 25%)  
Objective B: Lead the VITA Partnership Transformation (Weight: 20%)

Objective C: Enhance Commonwealth Information Security Program (Weight: 20%)  
Objective D: Enhance Enterprise Applications (Weight: 20%)  
Objective E: Improve Commonwealth Information Technology Investment and Practices and Programs (Weight: 15%)

Mr. Pomata discussed the chronology of the development of the CIO objectives stating he believes the objectives should stay in place for continuity at least until the new CIO is on board. Mr. Johnson asked what is being done to hold Northrop Grumman accountable for transformation and Mr. Pomata replied that a new plan from Northrop Grumman is due on August 30 or so. Mr. Johnson moved that the CIO objectives be recommended to the Board for approval, Mr. Reese seconded and both voted in favor.

## March Minutes

Chairman Reese stated that the minutes from the March meeting were provided. Mr. Johnson moved that the March 30, 2009, minutes be approved, Mr. Reese seconded and both voted in favor.

## CIO Search

Chairman Reese stated that he wants the CIO search to be transparent and has worked to make it so. He stated that the committee had selected Korn Ferry as the executive search firm using the procurement process through the Department of Human Resources (DHRM). He said that Korn Ferry had been provided with the job description, and other artifacts to assist them in understanding the position and had provided 15 or 16 candidates all with excellent pedigrees.

Chairman Reese described the process used identify knowledge, skills and characteristics that should be exhibited in a new CIO which included meeting with the VITA Executive Team to obtain their thoughts as well as conducting a survey of 104 agency heads which received an excellent 50% response rate. Chairman Reese described the survey process and results using a handout from which Sara Wilson, Director of the Virginia Department of Human Resource Management (DHRM) had prepared for a presentation to the Senate Finance Committee Ms. Ward stated that the handout is available at the Senate Finance General Government Subcommittee's website at <http://sfc.state.va.us/generalgovernment.shtml>

Mr. Reese stated he conducted meetings with various agency heads who, when responding to the survey had indicated they would like to be contacted for additional input. He said he was impressed as a Board member, but even more importantly as a Virginia citizen by the level of professionalism they exhibited. He stated that all of them supported the idea of a shared service model but were not pleased with the execution which used a once-size-fits-all approach. Chairmen Reese stated that he had provided the results of the meeting with the VITA Executive Team as well as the survey and agency head meetings to Korn Ferry. Mr. Johnson stated that the agency feedback process was a home run which provided valuable information and insights.

Chairman Reese asked for new business and public comment. There was none.

Chairman Reese made the following motion:

*"I move that the CIO Search and Executive Evaluation Committee go into closed session pursuant to § 2.2-3711(A)(1) for the purpose of discussing and considering the qualifications of specific prospective candidates for employment as the Chief Information Officer."*

The motion was seconded by Mr. Johnson. Both members voted yes. The meeting was closed to include only the two committee members, Mr. McGuirk, Mr. Colvin and Mr. Bitz.

The committee re-opened the meeting at approximately 9:50 a.m. Chairman Reese stated:

*"The CIO Search and Executive Evaluation 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."*

Chairman Reese, Mr. Johnson, and Mr. McGuirk responded in the affirmative and the closed session was certified.

## **Adjourn**

Mr. Reese adjourned the meeting at approximately 9:55 a.m.