



Information Technology Investment Board CIO Evaluation Committee

DRAFT

MINUTES

**Thursday, February 9, 2006
8:30 a.m. – 9:30 a.m.**

Locations

**VITA Operations Center
3rd Floor James River Conference Room
110 South Seventh Street
Richmond, Virginia 23219**

**Georgia World Congress Center
Room: BC Connector Concourse, Level 2
285 Andrew Young International Blvd., NW
Atlanta, Georgia 30313-1591**

Members Present:

Richmond Location (3):
Hiram Johnson
Jim McGuirk
Scott Pattison

Atlanta Location (telephonic broadcast) (1):
Mary Guy Miller, Chair

Others Present:

Richmond Location (9):
Lem Stewart, CIO
John Westrick, Counsel to the Information Technology Investment Board (ITIB)
Peggy Ward, ITIB/VITA Internal Audit Services Director, Committee Staff
Marcella Williamson, Executive Director of the ITIB
Lynne Wasz, VITA Strategy & Performance Specialist
John Williams, CAI
Cindy Stonich, CAI
Hubert Harris, VEC
John Joaquin, ADP

Atlanta Location (0):
None

Call to Order

Dr. Miller, Chair, called the meeting of the Information Technology Investment Board CIO Evaluation Committee to order at 8:40 a.m. and welcomed all. Three of the four committee members were present in Richmond; the fourth committee member was present in Atlanta.

Approval of Minutes

Dr. Miller presented the minutes of the December, 2005 CIO Evaluation Committee meeting.

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

A roll call vote was taken: Mr. Johnson, Mr. McGuirk, Mr. Pattison and Dr. Miller each voted in the affirmative.

CIO 2005 Objectives Status Report

Dr. Miller presented the CIO 2005 Objectives Status Report and asked Mr. Stewart to comment on areas of significance. Mr. Stewart reviewed the 2005 objectives and answered the Committee's questions.

CIO Evaluation and Compensation

Dr. Miller made the following motion at approximately 8:55 a.m.:

I move that the CIO Evaluation 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. Counsel and the Internal Audit Services Director should attend the closed meeting, as their attendance will aid our discussion.

The motion was seconded by Mr. Pattison. A roll call vote was taken: Mr. Johnson, Mr. McGuirk, Mr. Pattison and Dr. Miller each voted in the affirmative.

A closed session was held pursuant to the above motion.

The Committee reconvened in open session at approximately 9:25 a.m. Dr. Miller made the following motion:

The CIO Evaluation 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.

The roll was called: Mr. Johnson, Mr. McGuirk, Mr. Pattison and Dr. Miller each certified.

CIO Compensation

The Committee congratulated Mr. Stewart on the accomplishments of VITA under his leadership and commended the efforts of all VITA staff. Dr. Miller made the following motion which was seconded by Mr. Johnson:

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 20, 2006, the CIO Evaluation Committee recommend that the ITIB approve a five percent bonus for the CIO. Such increase will be granted contingent upon the approval of the Governor.

A roll call vote was taken: Mr. Johnson, Mr. McGuirk, Mr. Pattison and Dr. Miller each voted in the affirmative.

2006 – 2007 CIO Objectives

Dr. Miller presented the draft CIO objectives for the period February, 2006 – January, 2007. The Committee discussed the draft with Mr. Stewart explaining and answering questions. The correlation between last years objectives and this years draft objectives was discussed. The Committee directed that an objective be added to the draft objectives for Establishment of a Commonwealth Information Security Program. Mr. McGuirk made the following motion seconded by Mr. Johnson:

I move that, in accordance with the ITIB CIO Evaluation Policies and Procedures, the CIO Evaluation Committee accept the draft objectives in concept subject to the requested revisions and authorize the CIO Evaluation Committee Chair to finalize the CIO Objectives with the CIO so that they may be provided to the Governor and the ITIB.

A roll call vote was taken: Mr. Johnson, Mr. McGuirk, Mr. Pattison and Dr. Miller each voted in the affirmative.

Other Business

None

Public Comment

None – No public comments including none received regarding the electronic communication meeting.

Adjourn

There being no further business, the committee meeting adjourned at 9:50 a.m.