



DRAFTv1

Minutes

CIO Search and Executive Evaluation Committee

Monday, March 30, 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
Dr. Patricia Cormier
Hiram R. Johnson
Len Pomata

Members absent: None

Others present:

Ashley Colvin, Joint Legislative Audit and Review Commission (JLARC)
Mark Gribbin, JLARC
Walt Kucharski, Auditor of Public Accounts
Lemuel C. Stewart Jr., Chief Information Officer of the Commonwealth
John Westrick, Office of the Attorney General
Marcella Williamson, Executive Director, ITIB

Chair's Report

Call to order

Chairman Reese called the meeting to order at 1:30 p.m. in the Chesterfield Conference Room at the Commonwealth Enterprise Solutions Center (CESC) in Chester. Chairman Reese asked Ms. Williamson to call the roll. All members were in attendance and the presence of a quorum was confirmed.

CIO Objectives

Chairman Reese asked CIO Stewart 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. Stewart noted that customer service now is weighted the heaviest. He said VITA already has restructured Customer Relationship Management and is working on other items in objective A.

He said objective B deals with the infrastructure and includes work that is consistent with the ITIB Information Technology Infrastructure Committee's work. Mr. Pomata noted that some of the dates extend beyond dates covered by the objectives and suggested those be broken down into specific goals for the time period of this set of objectives.

Mr. Stewart noted that objective C continues to build on security, and that objective D is a placeholder for enhancing applications and will be completed by Chief Applications Officer Peggy Feldmann when her team joins VITA. Mr. Johnson suggested changing "enhancing" applications to "implementing" applications. He asked Mr. Stewart what the objectives might be for applications. Mr. Stewart said he expects that objective may include developing a business plan, developing and obtaining approval for a strategy, developing data standards and a few key goals.

Mr. Stewart said objective E involves project management tool sets and will include work with the CAO to effectively oversee and evaluate agency applications budgets and a process structure that includes collection, evaluation and governance.

Mr. Pomata noted that the committee must review the objectives and present them to the full ITIB. Chairman Reese suggested that work plans be completed and distributed to the committee for members' consideration next week so that a recommendation can be made regarding the objectives at the April 16 ITIB meeting.

CIO Search

Chairman Reese said he wants the CIO search to be transparent, and wants agency representatives and staff involved. He said a survey of agencies' IT and executive leadership will be conducted regarding the characteristics needed in a new CIO. He said Dr. Cormier and Mr. Pomata were asked to work with the Virginia Department of Human Resource Management (DHRM) on obtaining a search firm and asked them to report.

Dr. Cormier said three firms have been selected to be on contract and could be used for the search and any other executive searches needed by the Commonwealth. She said the rates were locked in, and the firms agreed not to charge administrative costs. The intent to award has been posted. She reported on the three firms. She said JDG Associates was a medium size firm with a good track record; Korn/Ferry is a larger firm that has done hundreds of CIO searches; and Greenwood Associates has presidential and vice presidential searches at colleges and universities as a majority of its work. Mr. Pomata said Korn/Ferry is recommended because of its depth and experience in CIO searches. Since Mr. Pomata resides in the area where Korn/Ferry is headquartered, he was asked to work with the company with the help of Peggy Ward, who staffs this committee, in completing the paperwork needed to retain the company.

Chairman Reese extended a special thank you to Sara Redding Wilson and Daniel Hinderliter from DHRM for their assistance and "great job" in helping obtain search firms.

Chairman Reese asked for a volunteer from the committee to meet with the VITA Executive Team for their input into the required knowledge, skills, etc., of a new CIO. Mr. Johnson agreed.

Chairman Reese reviewed a proposed search process work plan with dates and asked the committee members to let him know if other items should be included. He also noted that a job description was provided in members' notebooks. Mr. Pomata noted that each search firm has its own processes and likely will have a proposed schedule. He said Korn/Ferry has elaborate matching and analysis to find appropriate CIO candidates. Chairman Reese noted that this CIO position has a broader role and broader influence and serves the entire Commonwealth. Mr. Johnson encouraged CIO Stewart to provide input on characteristics needed in a new CIO. CIO Stewart noted that the role in Virginia is broader than technology. He said the position requires work with a number of constituents and ability to provide overall guidance to IT in state government. Dr. Cormier said once surveys are received from agencies, additional requirements of a new CIO may be added to the job description. Committee member agreed with the progress plan and job description.

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

Mr. Johnson made the following motion:

"I move that the committee should go into closed session pursuant to § 2.2-3711(A)(1) for the purpose of discussing potential appointees to the position of Chief Information Officer and to discuss the performance of the current Chief Information Officer and the compensation of the Chief Applications Officer; and pursuant to § 2.2-3711(A)(7) for the purpose of conferring with legal counsel regarding rules for conduct of the closed meeting. To aid our discussion and in cooperation with JLARC, counsel and the following individuals should attend: Ashley Colvin, Mark Gribbin, Walt Kucharski and John Westrick."

The motion was seconded by Dr. Cormier. Ms. Williamson conducted a roll call. All four members voted yes. The meeting was closed to include only the committee members, counsel, the Auditor of Public Accounts and two JLARC staff members.

The committee re-opened the meeting at approximately 2:25 p.m. Chairman Reese stated:

"The committee now is reconvened in open session having completed a closed meeting. I now will conduct a roll call and will ask each member and those present 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."

All four committee members, counsel, the Auditor of Public Accounts and two JLARC staff members voted in the affirmative, and the closed session was certified.

Adjourn

Mr. Reese adjourned the meeting at approximately 2:30 p.m.