

**DEPARTMENT OF INFORMATION RESOURCES
Open Board Meeting
October 28th, 2010
9:00 a.m.
300 W. 15th Street, Room 103
William P. Clements Building
Austin, Texas 78701**

CALL TO ORDER: Board Chair Charles Bacarisse called the meeting to order at 9:01 a.m.

I. ROLL CALL AND WITNESS REGISTRATION: Board Secretary, Pat Koller, called the roll.

Members present:

Chairman Charles Bacarisse
Rosemary Martinez
Richard Moore
Phillip Keith Morrow
Robert Pickering
Adam Jones – Ex-Officio
Carter Smith – Ex-Officio

Mr. Bacarisse recognized the three out-going ex-officio Board members – Adam Jones, Brad Livingston, and Carter Smith - for their service to DIR. He presented them with framed certificates of appreciation honoring their Board service February 1, 2009 through February 1, 2011.

II. Approve minutes from August 26th, 2010, Board meeting

A motion to approve the minutes of the August 26, 2010, DIR Board Meeting was made by Mr. Morrow and seconded by Mr. Moore. Motion carried unanimously.

Ms. Karen Robinson explained that we would be moving all action items to the top of the agenda to be sure we had a quorum for voting. After that the remaining briefings would be presented.

III. Action Items

Biennial Performance Report - Mr. Doug Holt presented information about the Biennial Performance Report (BPR). He explained the purpose of the report, listed the supplemental reports included in the BPR, and presented highlights. He explained that in the past the report was published only in hard copy, but this time we were also publishing the report as a fully accessible website with a printer-friendly format. The on-line version will be searchable, accessible, machine-readable and more navigable. The on-line BPR can be viewed in summary form or in more detail if a reader desires more information than is in the summary. *Mr. Moore made a motion to approve the 2010 BPR, and Mr. Pickering seconded the motion. Motion carried unanimously.*

Internal Audit Plan - Mr. Andrew Dimas, Director of Internal Audit, discussed the Internal Audit Plan for FY11. He explained that the Audit Plan was developed using risk-based methodologies. Ms. Martinez stated that she and Mr. Moore, as the Finance Subcommittee, had been working with Mr. Dimas throughout the year on the risk assessment process. She said the Finance Subcommittee believes additional internal audit resources need to be added to assist Mr. Dimas in completing or expanding the Audit Plan. The Finance Subcommittee asked for future updates from Mr. Dimas on progress in completing the Audit Plan and on any audit findings that may result from internal audits. Ms. Martinez noted that the Subcommittee had reviewed an audit report that will be provided to the Board by Mr. Dimas. The Subcommittee did accept the audit report and the audit report will be posted on the DIR website after the Board reviews it. Mr. Moore added that the Subcommittee would bring a charter to the Board for approval that defines the roles and responsibilities of the Finance Subcommittee. Mr. Bacarisse thanked Ms. Martinez and Mr. Moore for their work on the Subcommittee. *Ms. Martinez made the motion to approve the FY11 Internal Audit Plan. Mr. Morrow seconded the motion. Motion carried unanimously.*

Texas.gov New Fees – Mr. Holt asked the Board to consider approval of new fees for Event Registration, Administration, Management and Planning System (“eRAMP”). *Mr. Morrow made the motion to approve the new fees. Mr. Pickering seconded the motion. Motion carried unanimously.*

Tex-AN Board Sub-Committee – Mr. Bacarisse asked that the Board consider approving a sub-committee for the upcoming Tex-AN initiative. Mr. Moore and Mr. Pickering volunteered to serve. Mr. Bacarisse noted that an additional member could be added at a later date if another Board member wanted to serve on the Tex-AN Subcommittee. *Mr. Moore made the motion that the Board approve a Tex-AN Working Group Sub-Committee, comprised of Mr. Moore and Mr. Pickering. Ms. Martinez seconded the motion. Motion carried unanimously.*

Rules – Ms. Renée Mauzy asked the Board to authorize staff to publish notices of rule review in the Texas Register for the following rules: 1 T.A.C. Chapter 204, Interagency Contracts for Information Resources Technologies, 1 T.A.C. Chapter 211, Information Resources Managers, and 1 T.A.C. Chapter 216, Project Management Practices. *Mr. Morrow made the motion to authorize publication of notice of rule review for the three rules. Mr. Moore seconded the motion. Motion carried unanimously.* Mr. Moore stated that he would like to see any proposed changes to any of these rules prior to the next meeting.

At 9:28 a.m. Chairman Bacarisse announced that the Board would recess the open portion of the meeting to go into executive session pursuant to Section 551.071, Government Code, to consult with its attorney, and pursuant to Section 551.089, Government Code, to deliberate certain information resources technology security matters. At 10:13 a.m. Chairman Bacarisse called the meeting to order again and announced that a quorum was present. Chairman Bacarisse stated that while in executive session the Board did not vote, take any final action or make any decision.

IV. Executive Director’s Report

Ms. Karen Robinson presented the Snapshot Performance Report on Statewide Technology Goals including the areas of ICT Cooperative Contracting, Communications Technology Services, Texas.gov, Data Center Services, and Information Security. Ms. Robinson discussed the Sunset Review and noted that the hearing is scheduled for November 16th. She provided details on three Sunset recommendations that we disagree with and provided our management

response to the Sunset recommendations. Mr. Pickering indicated he planned to attend the Sunset Commission Review, and Ms. Martinez indicated she will try to be available as well. Mr. Jones left the meeting at 10:20 a.m. Ms. Robinson discussed the upcoming 82nd Legislative Session mentioning Key Dates, and stated that staff would provide an overview of bills at the February Board Meeting. Ms. Robinson also introduced the new business line employees. She noted that the dates for 2011 Board Meetings will be February 10, June 2, August 25, and October 27.

V. Finance Update

Ms. Cindy Reed updated the Board on Financial Statement highlights as of August 31, 2010 (FY10-Q4) including Metrics and Operating Budget Status. She presented one budget amendment to the Board for reporting purposes only.

VI. Public Testimony

There was no public testimony.

VII. Adjournment

Mr. Morrow indicated he would need to leave the meeting. Because the absence of Mr. Morrow would result in less than a quorum of the Board, Chairman Bacarisse stated that the meeting needed to be adjourned. *At that time, Mr. Pickering made the motion to adjourn. Mr. Moore seconded the motion. Motion carried unanimously. Chairman Bacarisse adjourned the meeting at 10:35 a.m.*

Although this concluded the Open meeting, the Deputy Executive Directors presented their division reports for the remaining Board members. No action was taken. A summary of the division reports appears below for informational purposes. These reports are not a part of the open meeting.

VIII. Texas.gov Update

Mr. Holt presented the Texas.gov Update which included Key Objectives, details of the Texas.gov Marketing campaign, and Key 2010 Performance Objectives including Cumulative State Revenue Share, Customer Satisfaction, Transactions, and Portal Visits. There was some discussion about the marketing campaign, Mr. Moore suggested that we look at advertising in publications in smaller towns.

IX. Communications Technology Services

Mr. Doug Holt presented the Communications Technology Services Update, including Key Objectives, and Performance Measures, which includes Service Availability, Q4 Total Sales All Channels, Q4 Total Customers Channels, and Channel Penetration. He discussed Key CTS Activities including the Tex-AN NG Re-Procurement, Fee Recovery Reduction, Health and Human Services, and Network Upgrades.

X. Information Security Update

Mr. Holt presented the Information Security Update which included Key Objectives, Performance Measures including Security Incident Reporting, Web Application Vulnerability Scans, Controlled Penetration Tests Delivered, and Security Training Hours Delivered. He also provided information on Key Information Security Activities including a Security Operations Update and Cybersecurity Response and Recovery Initiatives. There was discussion by the Board concerning the Web Application Vulnerability Scans and how valuable they are.

XI. Data Center Services

Mr. Ed Swedberg presented the Data Center Services Update including Operations Update, Request for Offer Update, and Governance Implementation, and Introduction to Enterprise Architecture. He discussed Service Levels, including Overall Operational Performance, Customer Satisfaction, Infrastructure Availability and Critical SLA's. He discussed Operations, including Backlog Status, Server Builds, the up-coming Request for Offers timeline, New Service Delivery Model, and Governance Implementation. He also provided an overview of Enterprise Architecture. Mr. Swedberg indicated that we expect to release the RFO's the week of November 1st, and that the remaining RFO-related timelines will be adjusted based on the date of issuance of the RFOs.

XII. ICT Cooperative Contracts Program Update – Fiscal 2010 Annual Report

Ms. Cindy Reed provided an update of FY 2010, including Strong Growth, Customer Trends, Product Highlights, and Marketing/Outreach. Ms. Reed recognized her team for a great job.

At 11:35 a.m. the Deputy Executive Directors concluded their reports.

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