

# IM BOARD MEETING SUMMARY

## February 14, 2001

### Meeting Agenda

10:00 - 10:10 Review agenda and 01/18/01 action items (Griffin)  
 10:10 - 10:30 Present results of IMSC interviews and actions being taken (Valdez)  
 10:30 - 10:50 Present IM performance measures & obtain approval of revised IM Principles (Griffin)  
 10:50 - 11:10 Present IMSC status (Alleva/Stodolsky/Hughes)  
 11:10 - 11:30 Discuss external review (Valdez)  
 11:30 - 11:45 Present results from CIAG technology visioning session (Griffin)  
 11:45 - 12:00 Brief SC Homepage transition to OSTI (Warnick/Dattoria)  
 12:00 - 12:15 Brief Entrust rollout (Nay)

### Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Valdez	Bill	Chair	SC-5	6-9942	Local
Riches	Mike	Member	SC-70	3-3264	Local
Griffin	Ted	Exec. Sec.	SC-65	3-4556	Local
Alleva	John	For Myrna Vallette, Member	SC-64	3-3512	Local
Baker	Brent	Attendee	SC-65	3-2345	Local
Black	Lisa	Attendee	SC-65	6-1310	Local
Burris	Peggy	Member	SC-4	6-7265	Phone
Buswell	Steve	Member	SC-7	6-9741	Phone
Centeno	Kathi	Attendee	SC-65	3-5472	Local
Dilworth	Greg	Member	SC-17	3-2873	Local
Farrand	Sue	Attendee	SC-65	3-1884	Local
Hirahara	Jim	Ex Officio Member	OAK	510-637-1503	Phone
Hughes	Gene	Attendee	SC-65	3-5409	Local
Kruse	Jason	Attendee	SC-65	3-6592	Local
Martin	Joanna	Attendee	SC-65	3-1017	Local
Nay	Bill	Security Advisor	SC-80	3-6576	Local
Rice	Patricia	Attendee	SC-65	3-4556	Local
Scott	Mary-Anne	Member	SC-31	3-6368	Local
Stodolsky	Marvin	Member	SC-72	3-4475	Local
Stush	John	Attendee	SC-80	3-6576	Local
Talamini	Karen	Member	SC-14	3-4563	Local
Vann	Larry	Ex Officio Member	CH	630-252-2875	Phone
Wells	Isla	Attendee	SC-63	3-5590	Local
Wiley	Joe	Ex Officio Member	Richland	509-372-4493	Phone
Willis	John	Member	SC-55	3-4095	Local
Wills	Jerry	Ex Officio Member	OR	865-564-9277	Phone
Woods	Bob	Member	SC-22	3-4801	Local
Yates	John	Member	SC-82	3-8435	Local
Yockman	Dick	Attendee	SC-65	3-3394	Local

## **Meeting Summary**

### **Review agenda and 1/18/00 meeting action items.**

The 1/18/00 action items were reviewed:

- Send an e-mail to IM Board members requesting them to designate a backup member to serve in their absence (Griffin). *Completed. Since some members did not respond to the e-mail, a second e-mail will be sent prior to next month's meeting.*
- Develop a schedule identifying the availability of budget and program staff to test the WSX product (Members [on behalf of their individual programs] and SC-63). *Being worked.*
- Align Performance Measures with the proposed FY 01 Principles and present at next month's meeting (Griffin). *Completed*
- Provide comments on the SC HQ Information Architecture External Review process to Bill Valdez and Ted Griffin by the next IM Board meeting (IM Board Members). *Completed*

### **Present results of IMSC interviews and actions being taken**

Bill Valdez presented the results of his IMSC Interviews with the OA(s), CIAG members, SC-65, and SC-65 contractors. Mr. Valdez specifically identified the actions that are being taken by SC-65 to rectify enhancements and fixes, as well as his recommendations.

### **Present IM performance measures & obtain approval of revised IM Principles**

Ted Griffin provided a list of the eight IM Team performance measures developed by the CIAG. Mr. Griffin provided statistics from October 2001, when the performance measures were first implemented, to date, as well as a table aligning each performance measure to the proposed IM Principle that it supports. Bill Valdez suggested that the IM Board develop their own set of performance measures and asked for members to develop ideas for this by next month's meeting. Lastly, the IM Board unanimously approved the new set of IM Principles at Mr. Griffin's request.

### **Present IMSC status**

Gene Hughes provided the Board with an update of IMSC. Mr. Hughes reported that SC-65 has been working with the OA Team on a weekly basis to review the status of fixes and enhancements to EWM. Additionally, each OA member has been meeting, daily, with an assigned analyst to ensure that all fixes and enhancements are identified in each of the three build cycles. Karen Talamini, who Bill Valdez has appointed as a new IM Board member representing the OA team, said that the OA(s) are very pleased, and in agreement with the new process. The build cycles, according to Mr. Hughes, will conclude on March 31, 2001. With the exception of the first component of WSX, all new development efforts have been stopped to focus on enhancing and fixing EWM. An update will be provided at the next IM Board meeting.

### **Discuss external review**

Bill Valdez discussed his plans for establishing an external review of SC's Information Management systems. John Willis and Mike Riches offered to assist Mr. Valdez with drafting a proposal for the review. Mr. Valdez anticipates that the review will begin sometime this summer.

### **Present results from CIAG technology visioning session**

Ted Griffin and Jason Kruse reviewed the results from the CIAG technology visioning session. Mr. Kruse presented a spreadsheet categorizing the "visionary" technologies that were identified in the CIAG session, and demonstrated how they link to current business needs. This is the first draft, Mr. Griffin stressed; revisions will be made after the CIAG has reviewed it.

The OA(s) said that they would like to have a copy of the spreadsheet sent to them which SC-65 will provide. And lastly, IM Board requested for SC-65 to hold a visioning session with them.

### **Brief SC Homepage transition to OSTI**

Vince Dattoria briefed the IM Board on the SC homepage transition to OSTI. Mr. Dattoria said that he anticipates a seamless transition to the end-user when the transition occurs. To ensure this, individual and group refresher sessions will be held with the SC webmasters. Mr. Dattoria said that OSTI is still working on developing a timeline for the transition and will update the Board as new developments occur.

### **Brief Entrust rollout**

Bill Nay briefed the IM Board on the PKI/Entrust rollout. Entrust will provide encryption capabilities to users when sending and receiving sensitive unclassified information via e-mail. Mr. Nay said that over 20,000 certificates for PKI/Entrust have been issued to date. Mr. Griffin stated that a project plan needs to be developed for approval by the Board for inclusion into the FY01 IM Operating Plan. An update will be provided at next month's meeting.

### **Other Items**

- Greg Dilworth will replace John Willis as the CIAG Chairman due to Dr. Willis' recent resignation.

### **Action Items**

- Develop ideas for a new set of performance measures that reflect the business goals of the IM Board. (IM Board)
- Update the impact of IMSC, Entrust, and the SC Homepage move on the FY 01 IM Budget and rollout schedule. (Hughes/Griffin)
- Provide the Information Architecture Visioning spreadsheet to the OA(s). (Griffin)
- Conduct an Information Architecture Visioning Session with the IM Board. (Griffin)
- Send SC Webmaster list to IM Board members. (Griffin)
- Provide a security update as a standard agenda item. (Nay)
- Draft a proposal for the external review. (Valdez, Willis, and Riches)