

# RECAP



## Members

**Lonn Hoklin**, Chair  
DAS

**Wally Rogers**  
DAS

**Jeri Chase**  
Forestry

**Thomas Fuller**  
Employment

**Gene Evans**  
Education

**Katherine Kennedy**  
Agriculture

**Robert Hulshof-Schmidt**  
State Library

**Lisa Morawski**  
DCBS

**Dan Postrel**  
Forestry

**Pam Rouske**  
DHS

**Scott Smith**  
Judicial

**Bill Sweeney**  
Legislature

**Michael Topik**  
ODOT

**Beth Wilson**  
OPRD

## E-governance Board Meeting

**Meeting Date:** March 2, 2009

**Time:** 2:30 p.m. to 4:00 p.m.

**Location:** DAS West, BAM Conference Room

ITEM	ACTION, DISCUSSION
<b>Collaboration</b>	
	<ul style="list-style-type: none"><li>• Scott Riordan (DAS EISPD) has developed a draft version of the Appropriate Use of Collaboration Software policy. This policy is focused on the use of the Enterprise Collaboration Tool, Oregon GovSpace and allows agencies to develop their own policy specific to their agency.</li><li>• Wally will post the draft version of the Appropriate Use of Collaboration Software policy on Oregon GovSpace by March 15, 2009.</li><li>• The E-governance Board will provide feedback on this draft version by April 2, 2009.</li><li>• Wally will meet with the Records Management/Retention department for feedback on this draft version by April 30, 2009.</li><li>• After feedback of this draft version is gathered, Wally will present the document to the CIO Council for review and feedback.</li><li>• A sub-group will meet to review guidelines associated with the Appropriate Use of Collaboration Software policy. Michael Topik will share the language ODOT uses regarding policies and guidelines.</li></ul>
<b>Site Publisher</b>	
	<ul style="list-style-type: none"><li>• The SitePublisher Components List document describes 21 components that are currently in production. Pilot agencies will be working with the completed components. Four additional components have been completed and are available for use. These components will be added to the next version of the SitePublisher Components List document.</li><li>• EDS is currently working on the LiveSite database.</li><li>• Michelle will schedule a meeting between the E-government program, EDS and the DAS Director's Office to discuss how to migrate agencies to SitePublisher.</li><li>• When the SitePublisher Components List document is complete, Michelle will post the document on GovNet and GovSpace and distribute the information to SPOCs, TeamSite Users and the E-governance board members.</li></ul>

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Miscellaneous	
	<ul style="list-style-type: none"><li>• <b>Oregon.gov Header Contest.</b> Wally presented the idea of a contest to the citizens of Oregon to come up with a design for Oregon.gov. This would include the layout, header, design, etc. There is concern regarding the workload this would present. The decision is to refresh the current header on Oregon.gov and take this idea under advisement. Linda will create new Oregon.gov headers for review by the E-governance board.</li><li>• <b>Listserv for Template Changes.</b> EDS is currently working on a secure space for templates so users will not receive a security warning stating that there are insecure images. Michelle will develop the listserv to include SPOCS, TSUG, E-governance board members and agency IT personnel.</li><li>• <b>Add Veteran's Link/Logo to Oregon.gov Header.</b> Beth provided a copy of Executive Order No. 09-03 titled, <i>Connecting Oregon's Veterans with Services and Benefits</i>. Per Lonn, this executive order does not apply to all agencies. The decision is to take this Executive Order under advisement, until the objective of the order is clarified. Linda will do a mock-up of where to place the logo/link in the left nav by April 6, 2009. The E-governance board will follow developments on this for future discussion.</li><li>• <b>File formats page in the footer section of Oregon.gov.</b> This will remain where it is currently located. Linda will do a search on Oregon.gov documents to determine what file formats are currently being used and what file formats need to be added.</li><li>• <b>The E-government Communications Plan</b> is available on Oregon GovSpace. This document will be discussed at the E-governance Board meeting in April 2009.</li></ul>
E-gov Business Case Update	
	<ul style="list-style-type: none"><li>• Wally will send an update by e-mail to the E-governance Board by March 31, 2009.</li></ul>

## Next meeting:

## ACTION ITEMS

Date: Monday, April 6, 2009  
Time: 2:30 - 4:00 p.m.  
Location: DAS West, BAM Conference Room