



Washington State • Office of the

Chief Information Officer

Minutes

TSB Portfolio/Policy Subcommittee

Thursday, January 9, 2019

1500 Jefferson St. SE, Olympia / 2nd Flr / Rm 2208

10:00 a.m. – Noon

Attendees: Jim Weaver
 Representative Zack Hudgins
 Senator Ann Rivers
 Viggo Forde
 Dave Danner (via WebEx)
 Butch Leonardson (Via WebEx)
 Paul Moulton (via WebEx)

Staff: Sue Langen
 Angela Knight

TOPIC	NOTES	
Welcome and Introductions	Jim Weaver	Jim reviewed agenda. Roll call. Jim introduced Nicole Simpkinson, Assistant Director, OCIO. Jim announced new Chief Privacy Officer, Katy Ruckle, and mentioned she will present at the February Subcommittee meeting.
Approve Minutes from November 14 Subcommittee Meeting	Jim Weaver	
Policy/Standard Review <ul style="list-style-type: none"> • Policy 111 - Planning for IT Portfolios (RESCIND and combine with Policy 112) • Policy 112, 112.10, 112.20 - Portfolio Management (UPDATE) • Policy 113, 113.10, 113.30 and 113.40 - Technology Business Management (NO CHANGE, new sunset review date) • 161.01 – Geodetic Control Data Standard – Update • 161.02 – Geospatial Metadata Standard - Rescind • 161.03 – Hydrography Data Standard – Update • 161.05 – Geospatial Application & Data Services Metadata Standard - Rescind 	Sue Langen Cammy Webster Joanne Markert	No quorum for policy approval.

<ul style="list-style-type: none"> • 187.10 – Metadata Standard – Update • Policy 188 - Accessibility (UPDATE) • 188.10 – Minimum Accessibility Standard (UPDATE) 		
<p>Project Status – Liquor and Cannabis Board (LCB) Marijuana Traceability Project</p> <ul style="list-style-type: none"> • Megan Duffy, Executive Sponsor, LCB • Kendra Hodgson, Business Sponsor, LCB • Clare Olson, Project Director, LCB • Mary Mueller, Chief Information Officer, LCB • Julie Boyer, Quality Assurance, Stellar Associates 	<p>Sue Langen Rich Tomsinski</p>	<p>The project team provided a project overview, current status and discussed a broad vision for the future of cannabis traceability.</p> <p>The team also discussed lessons learned in the areas below and how they will apply these in future projects:</p> <ul style="list-style-type: none"> • Planning • Procurement • Project Management • Scope • Stakeholder Management • Organizational Change Management
<p>Project Status – Department of Health (DOH) Healthcare Enforcement & Licensing Modernization Solution (HELMS)</p> <ul style="list-style-type: none"> • Kristin Peterson, Executive Sponsor, DOH • Darrell Price, Project Director, DOH • Jennifer McNamara, Chief Information Officer, DOH • Gena Cruciani, Quality Assurance, Integrated Solutions Group 	<p>Sue Langen Pamela Davis-Taggart</p>	<p>The project team provided background and benefits of a new system to support the licensing and regulatory needs of healthcare professionals, educational and training programs and healthcare facilities.</p> <p>The team also provided information on:</p> <ul style="list-style-type: none"> • Current project status • Timeline • Governance structure • Initial funding • Procurement approach • Quality assurance assessment

<p>Project Status – Department of Licensing (DOL) Professional Online Licensing and Regulatory Information System (POLARIS)</p> <ul style="list-style-type: none"> • Jennifer Clawson, Business Sponsor, DOL • Craig McElfresh, Enterprise Project Management Director, DOL • Dick Sperry, Ph.D., Quality Assurance, Case Associates 	<p>Sue Langen Laura Parma</p>	<p>The project team provided a review of the business and technology modernization effort, highlighting POLARIS as the final system for release.</p> <p>The team also provided information on:</p> <ul style="list-style-type: none"> • Release 1 from November 2019 • Planned Release 2 for June 2020 • Project schedule • Technology solution • Release 1 lessons learned • Key risks and mitigations for Release 2
<p>OCIO Staff Update – ctclink</p>	<p>Sue Langen Whitney Dickinson</p>	<p>The project’s oversight consultant reviewed status since last appearance at TSB:</p> <ul style="list-style-type: none"> • July 2019 – implemented new chart of accounts • October 2019 – all three pilot colleges upgraded to new system; one additional college and the state agency implemented new system • Six deployment groups are engaged and in the pipeline • March 2020 – target for deployment group 3, which includes five colleges <p>The project may be invited to April subcommittee to review scope traceability and update on remediation status.</p>

Public Comment		Dr. James McCray provided public comment on LCB's Marijuana Traceability Project.
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Link to [meeting recording](#).