

STATE OF OHIO
Executive Department

OFFICE OF THE GOVERNOR

Columbus

EXECUTIVE ORDER 2004-02T

**SPECIFYING REVISED RESPONSIBILITIES FOR STATE INFORMATION
TECHNOLOGY GOVERNANCE**

WHEREAS, the state of Ohio invests significant funds annually on information technology, personnel, and related equipment and services, and

WHEREAS, the state should improve efficiencies, decrease costs, maximize the use of resources, improve services to customers, and reduce redundancies by centralizing information technology planning, investment, and development, and

WHEREAS, the Administration supports an enterprise-wide approach to information technology strategic and long-range planning, including budgeting and spending, and

WHEREAS, the role of information technology is critical to the success of service delivery by state government that it requires leadership and commitment at the highest levels of state government, and

WHEREAS, the Department of Administrative Services (DAS) currently has statutory authority, pursuant to Ohio Revised Code Section 125.021, to fully operate and superintend the state's computer services, but has historically only exercised authority to recommend standards for equipment, software and information technology, budgeting, and spending to state agencies.

NOW THEREFORE, I, Bob Taft, Governor of the State of Ohio, pursuant to the authority vested in me by the Constitution and the laws of Ohio, do hereby order DAS to fully exercise its statutory authority to superintend the computer services of state agencies. I do hereby create the position of State Chief Information Officer (CIO), the Office of Information Technology, the Information Technology Investment Advisory Council (IT-IAC), and the multi-agency Chief Information Officer Advisory Council with the following structures, powers, and duties of each:

- 1) The **State Chief Information Officer** shall be appointed by, and serve at the pleasure of, the Governor.
 - a) The State Chief Information Officer shall function as a member of the Governor's Cabinet and shall participate in all meetings and business of the Cabinet. The Office of Information Technology provided for herein, shall not be a separate agency of state government.
 - b) The State Chief Information Officer shall report directly to the Governor and advise the Governor and his staff regarding enterprise-wide information technology strategic direction, planning, management, development, budgeting, spending, and personnel.
 - c) The State Chief Information Officer shall lead state efforts to re-engineer the state's information technology infrastructure with the goal of achieving the use of common technology across the executive branch and in doing so shall provide statewide oversight, leadership, and direction for all activities related to information technologies by coordinating and superintending their use statewide including, but not limited to:
 - i) Setting direction, participation, policy, and standards for hardware, software, services, security, and business re-engineering;
 - ii) Consolidating and/or redeploying resources (capital assets and personnel) as needed in accordance with applicable laws and labor agreements;
 - iii) Establishing and leading multi-agency initiatives;
 - iv) Developing, managing, enhancing, and requiring participation in statewide programs such as the state portal, state network backbone, state business payments gateway, state electronic payments engine, state e-mail service and other similar enterprise technologies;
 - v) Pursuing and entering into cooperative agreements with federal, state and local government agencies not under the authority of the Governor; and,
 - vi) Determining criteria for which information technology projects are of particular interest and requiring specific and appropriate alignment, oversight and/or approval prior to significant allocation of resources, including establishing management processes for strategic direction, budgeting, staffing, training, procurement, standards, policy, planning, project management, and portfolio management or any other state technology management areas identified by the State Chief Information Officer as appropriate.
 - vii) Advising and supporting state agencies in the use of technology to enhance service delivery by state government on behalf of its stakeholders.

- d) The State Chief Information Officer shall have approval authority, in collaboration with the Director of the Office of Budget and Management (OBM), over all information technology budgeting and spending by state agencies.
 - i) Prior to submission to OBM for approval, all state agencies shall submit to the State Chief Information Officer for approval all information technology related budget requests. The State Chief Information Officer shall review and recommend for funding consideration only those proposals that fit into an overall strategic information technology direction for the state or agency, and that demonstrate a reasonable return on investment.
 - ii) The Director of OBM shall implement through the Central Accounting System a mechanism to ensure that expenditures for information technology services will only be processed if state agencies have obtained State Chief Information Officer approval.
 - iii) To the fullest extent possible under current law, the Director of OBM shall: certify annually the un-obligated available balances in appropriations that may be used for new expenditures; ensure that state agencies have obtained State Chief Information Officer approval prior to OBM approval for all budget requests; and provide reasonably sufficient time in the budget process for State Chief Information Officer approval and state agency remediation in the event of an initial denial by the State Chief Information Officer or OBM.
- 2) **The Office of Information Technology** shall be headed by the State Chief Information Officer and shall be housed within DAS, and shall provide governance and management of information technology functions of state agencies under the authority of the Governor. The State Chief Information Officer shall act as an agency head for all purposes. The office may adopt policies and procedures regarding personnel, procurement, and finance for Information Technology Office personnel.
 - a) DAS shall provide administrative support services and facilities adequate for the operation of the Office of Information Technology to the extent requested by the State Chief Information Officer. The State Chief Information Officer shall have management, operational, and budgetary authority over the Office of Information Technology.
 - b) The Director of Administrative Services shall delegate his or her duties and functions to the State Chief Information Officer over all statewide information technology and information management superintendence responsibilities assigned to DAS, including, but not limited to, the following statutory duties:

- i) § 125.021 [computer and telecommunications services]
 - ii) § 125.24 [benefit systems data linkage]
 - iii) § 125.28 [State of Ohio Computer Center]
 - iv) § 125.30 [Ohio Business Gateway]
 - v) § 1306.20-21 [electronic signatures and electronic records]
 - vi) § 1347 [personal information systems]
 - vii) § 125.05-11 [procurement]
 - viii) § 125.12-14 [IT equipment salvage]
- 3) The **Information Technology Investment Advisory Council (IT-IAC)** shall work to advance and promote enterprise-wide planning, development, implementation, and funding in all areas of information technology to efficiently and effectively serve the functions of state government and the citizens of the state. To this end, the IT-IAC will assess, advise, and make recommendations to the Governor and the OBM on the organizational, managerial, and technological direction of information technology in the state.
- a) The IT-IAC shall consist of the following voting members, who shall be appointed by, and serve at the pleasure of, the Governor:
 - i) The State Chief Information Officer, who shall serve as the Chairperson of the IT-IAC.
 - ii) The Governor shall periodically determine a compelling priority(ies) for his or her Administration and shall direct the IT-IAC to focus its efforts likewise. To this end, the Governor shall appoint no more than five directors, or equivalent, of state agencies and other individuals the Governor believes could positively serve the IT-IAC in furthering the compelling priority(ies).
 - iii) Each of the following elected officials shall be invited to serve as ex-officio members of the IT-IAC: the Attorney General, the Auditor of State, the Secretary of State, the Treasurer of State, the Chief Justice of the Supreme Court, the President of the Senate, and the Speaker of the House.
 - b) The Office of Information Technology and respective member agencies, when required, shall provide administrative services to the IT-IAC.
 - c) As part of its efforts to advance and promote enterprise-wide information technology, the IT-IAC will function with the following goals:

- i) Influence how information technology enables business processes.
 - ii) Support the development and application of sound information technology.
 - iii) Anticipate and proactively adopt mature information technologies.
 - iv) Facilitate a work environment that attracts and retains capable people.
 - v) Assess organizational issues and foster procedures conducive to the application of all information technology resources.
- d) The IT-IAC shall specifically undertake the following projects and shall report on such within one year of its first meeting:
- i) The IT-IAC shall review existing IT budgets and funding, and shall make recommendations to the Governor and OBM for revised ways of funding and allocating IT budgets within agencies and statewide in consideration of possible revisions to the next biennial budget (FY '06-'07).
 - ii) The IT-IAC shall review and recommend legislation needed to create and operate the Office of Information Technology as envisioned herein and as further defined by the IT-IAC through the review defined in item (a) above.
- e) IT-IAC may create one or more subcommittees consisting of representatives from member agency program, business and IT offices. The IT-IAC may assign initiatives or projects to a subcommittee.
- f) The members of the IT-IAC shall serve without compensation. IT-IAC shall meet as often as necessary. The members of the IT-IAC must appear in person to vote on issues before the IT-IAC.
- g) Members may occasionally designate a non-information technology individual from their staff to represent the member at meetings of the IT-IAC. However, such designees may not vote.
- h) All state agencies shall cooperate and provide any necessary assistance required by the IT-IAC, or any member or representative thereof in the performance of its duties.
- i) The IT-IAC replaces the existing Governor's Council on Electronic Commerce and the existing Interagency Information Management Group.
- 4) The **Multi-Agency Chief Information Officer Advisory Council** shall work to improve the development and implementation of information technology across state government.
- a) The CIO Advisory Council shall consist of the following voting members:

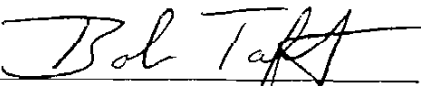
- i) The State Chief Information Officer shall designate a Deputy State CIO, who shall serve as the Chairperson of the CIO Advisory Council.
 - ii) The head of information technology from each cabinet agency.
- b) As part of its efforts to improve information technology across state government, the CIO Advisory Council will function with the following goals:
- i) Advise the State Chief Information Officer on maximizing the use of the state's information technology resources.
 - ii) Advise the State Chief Information Officer toward increasing the effectiveness of the state's information technology resources, and interagency/ intergovernmental technology resources sharing.
 - iii) Advise the State Chief Information Officer toward establishing statewide enterprise architecture.
 - iv) Advise the State Chief Information Officer in establishing a program for agency IT planning.
 - v) Advise the State Chief Information Officer in establishing a program for securing state information and information technology assets, and prepare for continuity of information technology support should operations be disrupted.
- c) A Deputy State CIO shall communicate enterprise strategic direction, architecture, and enterprise IT policy on behalf of the State Chief Information Officer.
- d) The CIO Advisory Council may create one or more subcommittees consisting of representatives from member agency program, business and IT offices. The CIO Advisory Council may assign initiatives or projects to a subcommittee.
- e) The members of the CIO Advisory Council shall serve without compensation. The CIO Advisory Council shall meet as often as necessary. The members of the CIO Advisory Council must appear in person to vote on issues before the CIO Advisory Council.
- f) Members may occasionally designate an individual from their staff to represent the member at meetings of the CIO Advisory Council. However, such designees may not vote.
- g) All state agencies shall cooperate and provide any necessary assistance required by the CIO Advisory Council, or any member or representative thereof in the performance of its duties.

- 5) All state agencies or officers of the state shall cooperate and provide any necessary information and assistance required by the State Chief Information Officer.
- a) For the purposes of this executive order, "state agencies," unless specifically stated - otherwise, shall include all state agencies, departments, offices, divisions, boards, bureaus, commissions, and all other entities over which the Governor has executive power.
 - b) Heads of state agencies shall have primary responsibility for the successful implementation of information technology to further their agency's mission. Heads of state agencies shall insure that all direction and efforts prescribed by the State Chief Information Officer are implemented appropriately within their respective agencies; and shall cooperate fully with the State Chief Information Officer and provide necessary assistance and information to carry out the state's information technology strategic direction.
- 6) Within six months of the issuance of this Order, the State Chief Information Officer shall submit to the Governor, Director of OBM, and the Director of DAS an implementation plan for the Office of Information Technology sufficient to carry out the responsibilities described in this Order. The plan shall include a complete description of the personnel, budget, facilities, equipment and other resources sufficient to carry out the work of the Office.

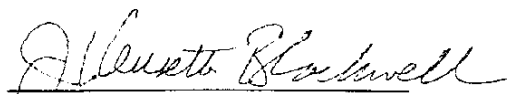
Effective with this Order, I revoke all Executive Orders that are inconsistent with this Order.



IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Ohio to be affixed at Columbus, Ohio this 22 day of January in the year Two Thousand and Four.


Bob Taft, Governor

ATTEST:


Secretary of State