

Attendees:

Agency:	Board Representative:	CIO:
DAS	Theresa McHugh	Don Fleming
DCBS	Cory Streisinger	Dan Adelman
Corrections	Mitch Morrow	John Koreski
Education		Baron Rodriguez
Employment		Curt Amo
Forestry		Dan Christensen
House & Community Services	Bob Repine	William Carpenter
Human Services	Cindy Becker	Bill Crowell
State Police	Greg Willeford	David Yandell
Revenue	Elizabeth Harchenko	Stanley McClain
ODOT	Mike Marsh	David White
Veterans' Affairs	Jim Willis	Herb Riley

Project Staff: Mike Freese, Mark Matson.

Others: Mike Beard, Deborah Bryant, Raelynn Henson, Cheryl Knottingham, Sean McSpaden, Greg Parker, Sue Wilson.

1. Project Update & Timelines – Mark Matson, Mike Freese

A matrix of project deliverables and timelines was distributed. The matrix includes information on which group(s) (i.e. Governing Board, CIO Council, Core Team, subcommittee, etc.) will review and approve each deliverable.

The inventory validation process was discussed. Accenture is finished with the agency inventory of CNIC participating agencies, and the validation process has begun. Agencies will be presented with inventory information one week prior to the date needed for final validation.

Several mentioned that in future it would be preferred to have more time to review documents. Mike Freese and Theresa McHugh both indicated documents would be e-mailed prior to future meetings.

2. Key Issues – Mike Freese

Mike reviewed a list of key issues. The issues have been separated into four domain areas to be worked on by four committees that will report to the Governing Board: Facilities, Finance, Human Resources and Technology. Theresa McHugh requested that each agency submit names to her for each committee on which they want to participate. The chairs of the committees, respectively, will be: Bill Foster, Bill Fink, Sue Wilson and John Koreski.

Business Case Criteria: Elizabeth Harchenko said that some of the issues being dealt with by the domain committees and Governing Board need to be taken into consideration by Accenture in developing the business case. These issues may have financial or other impact on the business case. Additionally, she recommended that a financial range tied to acceptable service levels be developed and that the business case be presented within this range. There may be problems for the state if an initial business case is released showing large savings, but all issues have not been factored in, or the service levels proposed are not acceptable.

Service Levels: Mike Freese noted that it is likely that graded service levels will be available in the new data center. Service levels over the baseline could be purchased by agencies based

on their individual need. Don Fleming indicated that Accenture has found little formal service level agreements in existence within participating agencies. In the absence of existing agreements, Accenture will provide information from general industry benchmarks/best practices.

Budget Issues: Many of the budget issues that will be dealt with by the Finance Committee do not have to be solved by the time the business case is released (June 15).

Cindy Becker said that agency overhead allocations should be added to the list of budget issues. Bill Crowell offered that for some agencies, federal approval will be needed on some aspects of funding.

Human Resources: Don Fleming discussed the link between domain areas. Facility siting has an impact on human resource issues.

Bob Repine asked for more information on human resources. Don Fleming shared that the preliminary numbers related to census reduction are encouraging. The number of current IT vacancies versus the number of potentially affected positions indicates that census reduction may be managed primarily through vacancies and attrition.

Sue Wilson said that preliminary meetings with Unions have been productive. She said that her office is currently developing a frequently asked questions document.

Meetings with agency IT staff are being scheduled. Agencies were encouraged to have their human resource managers attend. Sue Wilson and Mike Freese will conduct the meetings.

Facilities: Greg Parker, real property specialist with DAS Facilities Division, shared the process the Facilities Division has used for site identification and ranking. Preliminary information on the top-ranked sites was discussed.

3. Technology Committee – Mike Freese

Mike distributed a proposed charter for the work of the Technology Committee. The charter outlines role definitions, membership responsibilities, and committee process. Elizabeth Harchenko moved to approve the proposed charter for the Technology Committee; multiple seconds were received. Motion passed unanimously.

4. Future Meetings – Theresa McHugh

It was agreed that the Governing Board will meet weekly beginning the week of May 17.

Next Meeting – Monday, May 17, 3 to 4:30 p.m., Executive Building, Conference Room A