

**CNIC Governing Board
Meeting Minutes**

May 24, 2004

Attendees:

Agency:	Board Representative:	CIO or Representative:
DAS	Theresa McHugh	Don Fleming
DCBS	Greg Malkasian	Dan Adelman
Corrections	Max Williams	John Koreski
Education	Mike Greenfield Vickie Fleming	Baron Rodriguez
Employment	Debbie Lincoln	Curt Amo
Forestry	Clark Seely	Dan Christensen
Housing & Community Services	Bob Repine	
Human Services	Cindy Becker	Bill Crowell
State Police		David Yandell
Revenue	Elizabeth Harchenko	
ODOT		David White
Veterans' Affairs	Paula Brown	Herb Riley

Project Staff: Mike Freese, Keith Kohan, Mark Matson.

Accenture: Gerald Duncan, Jovan Ruiz, Rick Webb.

Others: Mike Beard, Deborah Bryant, Bill Fink, Bill Foster, Raelynn Henson, Gary Johnson, Sean McSpaden, Cora Parker, Sue Wilson, Kristal Yoakum.

1. Opening Comments – Theresa McHugh

Theresa McHugh shared that her assignment with the governor's office as chief of staff is temporary and she will continue to be DAS acting-director. She will continue in her role as executive sponsor of CNIC and chair of the Governing Board.

Theresa distributed a copy of a Government Technology – Public CIO magazine article featuring Don Fleming. The article discusses data center consolidation and contains information from various states and perspectives.

2. Program Manager's Report – Mike Freese

Mike Freese reported that agency staff meetings are nearly complete and have been beneficial as a venue to get information out and answer questions.

Feedback is being received on the Current IT Model document. This is information prepared by Accenture. Agencies are verifying the document which will be complete soon.

A meeting with a few of the largest agencies has been scheduled to discuss the best strategy for handling fractional FTE issues.

3. Human Resources Update – Sue Wilson

Sue Wilson distributed a list of agency staff identified to work on the Human Resources Committee. Among other things they will work with the Technology Committee on fractional FTE issues.

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A Labor/Management discussion will be facilitated by Kevin Boyle (who was recommended by the governor's office). The first meeting will be June 3. The group will be comprised of six representatives from SEIU, three from AFSCME, and six from the Human Resources Committee. They will deal with selection criteria and staffing issues.

The FAQ that was distributed to the board on May 17 has been reviewed and edited by human resource managers. It will now go to the Communications Committee prior to release.

4. Technology Committee – John Koreski

John Koreski reported that the Technology Committee has been focusing on items in and out of scope. Their next focus will be service levels.

The CIOs have reached consensus around areas in scope and technologies to be consolidated. The executive summary was distributed to Governing Board members. A copy of the detailed analysis is available on request. John mentioned that refinements may occur during July and August related to servers, but these should not drastically affect the business case. He requested the board approve the scope definition.

Cindy Becker asked about business continuity planning (BCP) related to CNIC. Mike Freese replied that the detailed scope matrix helps define roles for BCP planning: BCP for the areas being consolidation will be the responsibility of CNIC; BCP for the areas remaining under the control of state agencies will be an agency responsibility.

Cindy also spoke about the timeframe for possible future consolidation efforts. If agencies can get general information they can appropriately plan and coordinate BCP efforts over the course of the approximate 18 months of consolidation.

Don Fleming noted that possible future consolidation efforts need to have a preliminary business case done.

Bob Repine asked if more things have been moved out of scope. Mike Freese stated that the recent work of the Technology Committee took the original project scope and applied it at a detailed level to make it as crystal clear and manageable as possible.

Bob Repine asked about the decision to make a purchase offer in Eugene and how the scope related to that decision. John Koreski stated that facility did not impact the scope. Theresa McHugh stated that the scope is still the scope whether the data center is in one, two or more facilities.

Bob Repine asked about policies and procedures for the Governing Board. He had understood from an earlier meeting that draft information would be presented to the board so a governing structure could be established. Theresa McHugh stated she would like to take a majority of those present when motions are made. However, if there are issues they will have to be resolved before a vote can be taken. Also, it is known not everyone can attend each meeting, so votes will be taken with those present. Theresa also said that draft ground rules and parliamentary procedures will be added to the agenda for the next meeting.

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Theresa clarified that she sees service levels and human resource issues as the big issues for the Governing Board. She trusts that the CIOs are closely monitoring work from the technical aspect. Further, she knows that the governor wants assurance that agencies are involved in decision making and that all issues brought forward have been adequately addressed. However, directors must ensure that the various disciplines within their agency are sharing information with each other (finance, technology, human resources). She said the governor places a high value on agencies working collaboratively in this fashion and that even if there is no business case to move forward with data center consolidation, looking across agency boundaries for the good of the state is a worthwhile endeavor.

Don Fleming assured the board that all issues can be revisited throughout the project up to the point of approving the detailed implementation plan. In its final approved state, that plan (to be produced in the September timeframe) is the closure of all open issues.

Motion

Elizabeth Harchenko asked for confirmation that all the CIOs participated in the scope discussion and have approved the scope definition. John Koreski confirmed this. Elizabeth moved the scope definition be approved by the Governing Board and given to Accenture. Max Williams seconded the motion; motion passed unanimously.

Introduction

Vicki Fleming was introduced by Mike Greenfield; Vickie will serve on the Governing Board representing the Department of Education.

5. Finance Committee Report – Bill Fink

Bill Fink reported that the Finance Committee is identifying the business case criteria and working on quantifying data collected. Bill had earlier thought they could present the criteria to the board today, but asked for a one week extension for reporting. Theresa McHugh reiterated that since the business case is the key it is appropriate to make sure the right pieces are in place.

Elizabeth Harchenko, who is serving on the Finance Committee, stated that the group does not have representation from every agency. There is a good mix of financial and budget, however some people with IT and business experience are needed for critical business functions. She suggested that directors involve someone from every agency. Theresa McHugh committed to sending out a list of who is participating currently.

Bill distributed a draft of the Finance Committee charter noting changes to bullet 3c from the earlier draft. The Finance Committee has approved the charter and recommends approval by the board.

Motion

Elizabeth Harchenko moved to approve the Finance Committee charter. Max Williams seconded the motion; motion passed unanimously.

6. Facility Issues Committee – Bill Foster

Bill Foster reported that the first meeting of the Facility Issues Committee will be held June 2. He invited other agency participants to join. (The list of current participants will be sent to the board via e-mail). An agenda and draft charter with preliminary issues will

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be sent to the committee prior to the first meeting. Their intent is to identify as many issues of cost, consolidation and facility as possible.

Bill noted that the offer made on the facility in Eugene can be rescinded at any time if determined it is not the best choice for the state.

7. Communications Committee – Mike Beard

Mike Beard reported on the names of volunteers for a Communications Committee and invited other participants. Names can be given to Raelynn Henson or Mike Beard. Mike intends for the group to meet periodically when necessary. He wants the group to enhance and not hinder communication.

Mike referred to the CNIC Communications Plan earlier distributed by Raelynn Henson. If there are observations, concerns or comments please submit them to Mike or Raelynn.

Elizabeth Harchenko stated she is looking to the Communications group to manage some of the things already experienced, such as the reaction to Eugene. People are really distressed over this. Theresa McHugh suggests human resources staff be involved in the committee.

8. Board Membership – Mike Freese

Some agencies who are customers of the DAS data center have requested representation on the CNIC Governing Board. Max Williams stated this goes back to the earlier discussion of the proper governing structure for the board for ongoing operations. Several members voiced support for other agencies to be involved. Max Williams said it may make the most sense for other agency involvement to come after the business case is delivered and the decision whether to move forward or not has been made.

9. Other – Theresa McHugh

Theresa McHugh requested that if there are other issues that directors become aware of, they bring them to the weekly meetings or contact her between meetings.

Elizabeth Harchenko suggested that every agency be represented on every committee and that directors meet frequently with their representatives for updates.

Next Meeting –

Tuesday, June 1, 3 to 4:30 p.m., Executive Building, Conference Room A