

Attendees:

Agency:	Board Representative:	CIO or Representative:
DAS	Theresa McHugh	Don Fleming
DCBS	Greg Malkasian	Dan Adelman
Corrections	Mitch Morrow	John Koreski
Education	Vickie Fleming	Doug Kosty
Employment	Debbie Lincoln	Curt Amo
Forestry	Clark Seely	
Housing & Community Services	Bob Repine	
Human Services	Gary Weeks	Bill Crowell
State Police		David Yandell
Revenue	Elizabeth Harchenko	Stan McClain
ODOT	Mike Marsh	David White
Veterans' Affairs	Paula Brown	Herb Riley

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

Accenture: Jovan Ruiz.

Others: Mike Beard, Deborah Bryant, Bill Fink, Raelynn Henson, Sean McSpaden, Cora Parker, Robert Reitmajer, Laurie Warner, Sue Wilson, Kristal Yoakum.

Note: Agenda items were discussed a little out of order, while waiting for key participants to be present.

3. Program Manager's Report – Mike Freese

Mike Freese provided an update on the CNIC project. Mike stated everyone is working toward a mid-June delivery date of the business case. The business case process is helping to identify areas of improvement and deficiencies. Jovan Ruiz from Accenture stated his team is going through inventory information, delving deeper and, collecting final information. The team is working very fast and feel confident of meeting due dates.

It was mentioned there will be a joint Technology and Finance meeting June 2, 2004. Accenture will be present as well.

Mike mentioned Accenture is available for subcommittee meetings. Contact Jovan Ruiz or Keith Kohan.

1. Opening Comments – Theresa McHugh

Theresa McHugh asked the group if there were any changes that needed to be made to the May 24, 2004 minutes.

Motion

Elizabeth Harchenko made a motion to approve the May 24, 2004 minutes. Debbie Lincoln seconded the motion; the motion passed unanimously.

2. Governing Board Rules and Procedures – Theresa McHugh

Theresa McHugh distributed draft guiding principles for the Governing Board to use for meetings. An opportunity was provided for all present to review the draft and make comments. Theresa clarified these are the principles for the process of examining the business case. In moving forward, there will be other, more detailed, guiding principles for the ongoing governance structure of the group.

Elizabeth Harchenko asked how many votes are needed to approve a motion. Theresa responded she expects a motion to pass with majority vote for normal business operations. A recommendation was made to add a separate principle for votes of motions that affect more than normal business operations. Another recommendation was made to allow for adequate time for members to review issues before voting. Theresa will return with revised Guiding Principles at the next meeting.

Motion

Greg Malkasian made a motion to approve the Guiding Principles in concept. Mike Marsh seconded the motion; the motion passed unanimously.

4. Human Resource Update – Sue Wilson

Sue Wilson presented the Human Resource (HR) Subcommittee Charter.

Motion

Bob Repine made a motion to accept the Human Resource Subcommittee Charter. Debbie Lincoln seconded the motion; the motion passed unanimously.

Sue discussed the first actions of the HR Subcommittee, identified key HR issues/questions, and provided the agenda for the first Facilitated Labor/Management discussion to be held on June 3, 2004.

Bob Repine asked to have a short, one sentence description of each of the key HR issues/questions. Sue will prepare this information to go out with next minutes.

5. Technology Committee Update – John Koreski

John Koreski reported it has been found most agencies do not have measurements for service agreements. This committee will be working on a service level model. Accenture will capture high-level measurements and refer them to the Finance Committee. The known, established service levels will be used in the Business Case.

Another piece that is being worked on is applying the in/out scope to staffing—what are staff duties, what amount of staff time is engaged in certain activities. Nine of the smaller agencies will provide this information today. Meetings will be held with the three largest agencies to discuss fractional FTE issues. There are still questions that will arise and will need to be dealt with. Talks have started about questions around what is in/out of scope, agency questions, and providing more information for the business case.

6. Finance Committee – Bill Fink

Bill Fink reported that a financial deliverable will be provided to Accenture tomorrow morning in the joint meeting. Bill acknowledged the need for a service level transition period. He noted that the committee is still moving forward on business case criteria (due June 14).

7. Facility Committee– Bob Reitmaier

Bob Reitmaier reported the first meeting of the Facility Committee will be tomorrow (June 2). The committee has started brainstorming issues. Bob stated the facility solution is to be in line with the Business Case. If the business case suggests more than one location, it will be easier to find smaller sites. Parameters include the need for the facility to be on the I-5 corridor. A *placeholder* was put on a facility in Eugene. There are other facility options around the Portland area and one in Salem area.

8. Communications – Mike Beard

Mike Beard reported the first meeting of the Communications Committee was held this morning. Mike named the members of committee, and stated the role of the committee has been determined. One of the issues discussed is should the communications be only internal or would the committee be more effective by communicating externally, also. The committee decided that providing both external and internal communications would be the best option. The committee is reviewing the existing communications plan.

Mike reported this group is committed to communicating frequently and comprehensively with employees. There is a need to manage rumors. A suggestion was made to have a member of Communications Committee participate in HR Subcommittee. Also, there is a need to continually refer employees to the CNIC Web site. Mike reported there is a public information officer group that meets every two weeks. This would be a good place to share CNIC communications.

Mike Beard will be unavailable June 10-28. Raelynn Henson and Chane Griggs will coordinate media requests and Mike Freese will act as spokesperson.

Gary Weeks suggested the use of direct e-mail to employees to get the information out quickly. Using this process, employees will perceive the importance of the information and their importance in receiving it personally.

Bob Repine stated he regularly puts out information to his employees. Mike recommended, for now, CNIC information should go through the Communications Committee. If it is determined the message is not getting out well this way, the process will be reviewed. The Communications Committee should not be allowed to bottleneck the free flow of information.

Governing board members provided Mike information regarding rumors. Elizabeth Harchenko recommended when information is sent out to affected employees, agency heads should be included in the listserv. Agency heads can then more effectively deflect rumors. She also noted that directors need to report rumors so they can be dealt with via project communications. Mike stated the first listserv announcement should clarify the intent is to provide information about CNIC; it is not a direct implication that a person's job is in jeopardy.

Gary Weeks recommended, after the Business Case has been published, to talk to affected employees about past changes that have occurred in the state such as closing Fairview. Discussing the lessons learned, what worked well, and what can be adapted to this initiative may help employees understand we have accomplished large projects successfully in the past. The message should be the state knows how to manage the reemployment of people.

Next Meeting

June 7, 2004

3:00 – 4:30 p.m.

DAS West ~ Conference Room A