

**CNIC Governing Board  
Meeting Minutes**

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**August 2, 2004**

Attendees:

<b>Agency:</b>	<b>Board Representative:</b>	<b>CIO or Representative:</b>
DAS	Theresa McHugh	Don Fleming
DCBS	Cory Streisinger Greg Malkasian	Dan Adelman
Corrections		John Koreski
Education		Doug Kosty
Employment	Debbie Lincoln	Curt Amo
Forestry	Clark Seely	
Housing & Community Services	Bob Repine	Bill Carpenter
Human Services		Kristen Duus
State Police		Gary Johnson
Revenue	Elizabeth Harchenko	Stan McClain
ODOT	Bruce Warner	David White
Veterans' Affairs	Paula Brown	Herb Riley

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

Accenture: Gerald Duncan and Zach Gustafson.

Others: Mike Beard, Debbie Bryant, Bill Fink, Bill Foster, Raelynn Henson, Daron Hill, Cheryl Knottingham, Theresa Masse, Laurie Warner, Sue Wilson.

**1. Opening Comments**

Mike Freese brought the meeting to order.

Motion

Bruce Warner made a motion to approve the July 19, 2004 meeting minutes; Bob Repine seconded the motion. The motion passed unanimously.

**2. Project Manager's Report – Mike Freese**

Bill Fink and Debbie Bryant are working on creating foundational concepts for the Governance Subcommittee.

Mike reported that the Lesson Learned discussion went well and wanted to thank Linda West of the Department of Revenue for her hard work in facilitating the meeting.

Mike presented a framework for the planning phase for discussion and approval. The three components of the framework are – presenting an education for agency staff on how data center consolidations are accomplished, preparing a table of contents for the project plan, and organizing around how to move forward (taking into account lessons learned and readdressing the existing committee structure). It was suggested that questions from technical staff be solicited for the education session so that answers can be ready. The Governing Board was in agreement with this framework.

**3. Security Committee – Theresa Masse**

Theresa Masse presented the Security Committee's charter to the Governing Board for review and approval. The committee will continue to work closely with the CNIC project manager. Debbie Lincoln made a motion to approve the charter as drafted; Clark Seely seconded the motion. The motion passed unanimously.

**4. Human Resources – Sue Wilson**

Sue Wilson reported the Labor/Management Committee is honing in on the process for selection criteria. Also, HR managers are bringing questions back to their agency directors regarding management expectations for the process.

**5. Facilities – Bill Foster**

Bill Foster noted that facilities is on a critical path parallel to the framework Mike was mentioning for completion of Task 7. There are plans to present CNIC information to the September emergency board.

**6. Communications – Mike Beard**

There is an all hands meeting on August 9 (two identical sessions to be held at the Employment Department). Information about the business case will be presented and a generous amount of time will be devoted to Q&A.

**7. Other Issues**

Theresa McHugh stressed the governor's message is to move forward aggressively. If there are agency specific issues, they need to be addressed now. Theresa said she will take the lead with agencies to ensure that no agency has issues unresolved. The governor had also stated his concern about the human resource issues related to this project. He would like to see this area move forward so staff questions and status are answered.

Another comment the governor made was how pleased he is with the tremendous agency participation happening with this project. Theresa suggested the board recognize individuals who have stepped forward to work toward this goal; she asked CIOs to think about ways to recognize and thank them.

Elizabeth Harchenko asked if a Lessons Learned discussion is something that would also be beneficial to the governing board. It would be a way to learn from the process and to decide on how the board wants to move forward.

The question was asked what it means to be more aggressive with Task 7 – should agencies rethink scope to create greater efficiency? Mike Freese said that there are two ways to be more aggressive: 1) Speed up the project schedule (which shortens the return on investment period) and/or 2) increase the scope of the project which increases overall savings. If items do not contribute to the business case they should be excluded. In the same way, if there are items that are not currently in scope that would contribute to the business case, they should be in scope. The original items in scope should be readdressed agency by agency, rethinking each area.

**Next Meeting**

Monday, August 16, 2004

3:00 – 4:30 p.m.

Executive Building ~ Conference Room A