

Attendees:

| Agency: | Board Representative: | CIO or Representative: |
|------------------------------|------------------------------|-------------------------------|
| DAS | Theresa McHugh | Don Fleming |
| DCBS | Cory Streisinger | Dan Adelman |
| Corrections | Max Williams | John Koreski |
| Education | Vickie Fleming | Doug Kosty |
| Employment | | Curt Amo |
| Forestry | Clark Seely | Dan Christensen |
| Housing & Community Services | Bob Repine | |
| Human Services | Gary Weeks | Bill Crowell |
| State Police | | Dave Yandell |
| Revenue | | Stan McClain |
| ODOT | Bruce Warner | Sandy Jefferson |
| Veterans' Affairs | Paula Brown | Herb Riley |

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

Accenture: Jovan Ruiz.

Others: Debbie Bryant, Paul Cleary, Bill Foster, Raelynn Henson, Cheryl Knottingham, Theresa Masse, Laurie Warner, Dallas Weyand, Sue Wilson.

1. Opening Comments

Theresa McHugh brought the meeting to order.

Motion: Bob Repine made a motion to approve the August 16, 2004 meeting minutes; several seconds were received. The motion passed unanimously.

2. Program Manager's Report – Mike Freese

Mike Freese reported the Data Center 101 presentation is on target for September 15, 2004. A draft of the Implementation Plan has been completed and will be sent to CIOs this week for review and comment. The Technology Committee is looking at areas where consolidation can occur now (especially as it relates to mainframes). This process will result in creating Shared Services Technology Standards. This process will be another opportunity for technical staff to get involved in a meaningful way.

Stan McClain inquired as to when the discussion regarding scope expansion will be held. Mike indicated the scope has been reset to Accenture's original inventory. Final scope will be defined during the agency-specific planning process.

3. Governance Committee Report – Max Williams

Max Williams reported the committee has had several meetings and have adopted a charter. The consensus so far is for each agency to have one vote with the possibility of rotating members. The foundation of their conversations has been research materials conducted by Gartner. Max said the committee has made good progress and continues to address how best to manage the transition. They plan to hold a joint meeting(s) with the Finance Committee. Agencies are asked to submit ideas or areas of concern.

Motion: Bruce Warner made a motion to adopt the charter; Bob Repine seconded the motion. The motion passed unanimously.

4. Security Committee – Theresa Masse

Theresa Masse reported that the final reports of the assessment are in the process of being completed. Symantec is currently drafting security architecture as a result of the original assessment and the Security Committee is working on policies and standards. The timeline for the assessment of the next six agencies is not known at this time but they are working on getting it done as quickly as possible.

5. Human Resources Update – Sue Wilson

Sue Wilson reported that the Labor/Management Committee has formed three subcommittees: Present, Transition and Future. The subcommittees will identify information needed, subcommittee relationships and prepare reports prior to each Labor/Management meeting. Sue also said that a suggestion was made to invite Labor to observe governing board meetings. After discussing several options, the board decided to invite Labor to the Technical, Finance and Facilities Committees (on an on-going basis) and to periodic governing board meetings. Involving Labor at the committee level will provide them with the greatest opportunity for involvement as that is where the work is being addressed at the detail level.

6. Technology Committee Update – John Koreski

John Koreski reported that the technology committee is looking forward to reviewing and commenting on the planning document, and that they will be meeting with the Human Resources Committee right away to finalize the assumptions document.

7. Facility Committee Update – Bill Foster

Bill Foster reported that Facilities is moving forward and is in the process of finalizing a contract with the design firm that was recently selected for the design/build. The committee's current members suggested doing a re-charter for the committee to enable members with more expertise to be involved in the next phase which will be more technical in nature. Bill submitted the draft re-charter document for approval. Gary Weeks made a motion to approve the charter; Bruce Warner provided a second. The motion passed unanimously. It was noted that any participating agency, at its discretion, could request representation on this committee.

8. Communications Committee Update – Raelynn Henson

Raelynn Henson stated that the recent message distributed to the ListServ regarding the Data Center 101 seminar has generated individual employees responding with questions and increased ListServ registration. She said that the Communications Committee will meet again soon to refresh the communications plan if needed and act on any of the Lessons Learned. Cory Streisinger requested that new communication be sent out to remind employees of where they can find information.

9. Other Issues:

Theresa McHugh explained the IT Strategic Plan interview process. The goal is to discuss business strategies and objectives with each agency director to help formulate a refreshed enterprise IT strategic plan. Two CIOs will interview each agency director with a common set of questions. The process will begin in September and more information will be distributed via e-mail.

Next Meeting

Monday, September 13, 2004, 3:00 – 4:30 p.m.
DAS West ~ Conference Room A