

Attendees:

Agency:	Board Representative:	CIO or Representative:
DAS	Laurie Warner	Don Fleming
DCBS	Cory Streisinger	Dan Adelman
Corrections	Max Williams	John Koreski
Education		Doug Kosty
Employment	Debbie Lincoln	Curt Amo
Forestry		Dan Christensen
Housing & Community Services	Bob Repine	Bill Carpenter
Human Services	Cindy Becker	Bill Crowell
State Police		David Yandell
Revenue	Elizabeth Harchenko	
ODOT	Bruce Warner	Ben Berry
Veterans' Affairs	Paula Brown	Herb Riley

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

Accenture: Rick Webb, Dean Willard

Others: Mike Beard, Debbie Bryant, Peter Byrne, Bill Fink, Bill Foster, Raelynn Henson, Sandy Jefferson, Cheryl Knottingham, Theresa Masse, Ken McGee, Dallas Weyand, Sue Wilson.

1. Opening Comments

Laurie Warner brought the meeting to order.

Motion: Bob Repine made a motion to approve the September 13, 2004 meeting minutes; Bruce Warner seconded the motion. The motion passed unanimously.

Laurie Warner reported that the interviews with the agency directors regarding the implementation phase went well. Education and Forestry were the only two agencies that have not been completed. Laurie thanked all the agency heads for their cooperation and stated that the information received through the interview process will be helpful moving forward.

2. Program Manager's Report

Mike Freese distributed two documents for discussion.

CNIC Steering Committee: Creating a Governance Framework for Success

The document has been agreed to by the CIOs. A key assumption is that CIOs are responsible to their agency for provisioning IT for their agency. Re-chartering the Technology Committee as the CNIC Steering Committee aligns CIOs with their appropriate role at the agency and enterprise level. It was noted that the State CIO should be added to the chart on page two. Cindy Becker suggested adding the DAS Director who would then communicate to the governor.

John Koreski reported that many of the duties now addressed by the Technology Committee will be needed in the operational phase also. The governing board is requested to approve the re-charter of the technical committee to the CNIC Steering Committee.

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Bruce Warner made the motion to approve the re-charter of the Technology Committee to function as the CNIC Steering Committee and Bob Repine seconded. The motion passed unanimously.

Cory Streisinger asked how the steering committee makes decisions and at what level does an issue get vetted to the governing board? Elizabeth Harchenko asked to have clarified that the steering committee is to work toward implementation but the governance committee needs to bring its recommendation to the governing board.

CNIC Steering Committee Operating Principles

This document explains how the steering committee proposes to go through and nail down scope. Mike Freese explained item J as Stage Zero in which the CNIC Program (project management office) and Accenture will go agency by agency using the principles in this document to re-address scope. John Koreski stated this will be done on a more technical level. This will produce a refined business case which will be broader to meet the governor's request to be more aggressive with the project. The steering committee's goal is to have Stage Zero (scope) completed by November

Bruce Warner moved to approve the Principles document; Cindy Becker gave the second. The motion passed unanimously.

3. Facility Committee

Bill Foster reported that the facility schematic has been completed and they are in the process of finalizing the site bid package. Bill asked for the board's opinion on the question of having a ground breaking ceremony. Max Williams suggested that the subject should be referred to the governor's office. Laurie Warner confirmed the issue has been presented to the governor.

4. Human Resources

Sue Wilson reported that the union has been given a formal letter stating the intent to go forward with the project. The unions now have a time frame in which to reply if they wish to submit a demand to bargain.

5. Security

Theresa Masse reported she will be meeting with the five agency heads that were part of the security assessment to give them agencies specific updates. There is also a group meeting scheduled for the next six agencies that will be part of the next phase of the assessment.

6. Finance Committee Update

Bill Fink reported that the finance committee has resumed their meetings. Based on their understanding they will establish a set of principles for a charge back model. Consultants will be looking at the information and will help set up the model. Bill also stated that the financial committee finds it beneficial meeting with the steering committee and will continue to do so.

The finance committee is starting to put timelines around specific tasks. Bob Repine asked how the general fund or other funds such as federal or public, effect the principles. Mike Freese assured the board members that these issues will be vetted with the steering committee before coming before the governing board.

7. Other Issues:

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Laurie Warner proposed the board move to monthly meeting to be held on the second Monday of each month. These meetings will be to make decisions on issues vetted to them by the steering committee. Mike confirmed that information will be provided to the governing board members. The members agreed with no additional comments.

Next Meeting

Monday, November 8, 2004
3:00 – 4:30 p.m.
DAS West ~ Conference Room A

Submitted by: Cheryl Knottingham, DAS IRMD Administration.