

**CNIC Governing Board
Meeting Minutes**

December 13, 2004
Approved via e-mail 2/16/05

Attendees:

Agency:	Board Representative:	CIO or Representative:
DAS	Laurie Warner	Don Fleming
DCBS	Greg Malkasian	Dan Adelman
Corrections	Max Williams	John Koreski
Education	Vickie Fleming	Doug Kosty
Employment	Debbie Lincoln	Curt Amo
Forestry		
Housing & Community Services		Bill Carpenter
Human Services	Gary Weeks	Bill Crowell
State Police		David Yandell
Revenue	Elizabeth Harchenko	Stan McClain
ODOT	Mike Marsh	
Veterans' Affairs	Paula Brown	Herb Riley

Project Staff: Mike Freese, Keith Kohan, Mark Matson.
Accenture: Julienne VanDerZiel, Rick Webb and Dean Willard.
Others: Debbie Bryant, Bill Fink, Bill Foster, Raelynn Henson, Cheryl Knottingham, Theresa Masse, Cora Parker, Dallas Weyand, and Sue Wilson.

1. Opening Comments

Laurie Warner brought the meeting to order.

Motion: Elizabeth Harchenko made the motion to approve the minutes from the Nov. 8, 2004 meeting. Mike Marsh seconded and the motion passed unanimously.

2. Steering Committee

Director PD and Recruitment Strategy:

John Koreski presented the Data Center Director position description and the Recruitment Strategy document for approval. Mike Freese reported that Sue Wilson and DAS HRSD will be working with the PMO on recruitment efforts.

Motion: Max Williams made the motion to approve the Data Center Director position description and Recruitment Strategy and Mike Marsh seconded. The motion passed unanimously.

Data Center Director Relationship to CIOs:

The reporting and working relationship of the Data Center Director, the Steering Committee and the Governing Board was discussed. Max Williams stated that the model created by the Governance Model subcommittee, approved by the Governing Board, clearly specified that the Data Center Director would work closely with the Steering Committee and issues would be vetted to the Governing Board only after having been dealt with by the Steering Committee.

Elizabeth Harchenko stated that the Data Center Director would work closely with the CIOs to ensure service level agreements were met.

Project Update:

Mike Freese reported the Senior Project Manager recruitment is well under way having received four applications. The goal is to have the Sr. Project Manager on board by the end of the year unless further recruitment is warranted.

Dean Willard with Accenture reported that Stage Zero has been completed and the scope of the project has been expanded according to the governor's direction to be more aggressive. The final scope report will be presented to the Steering Committee at their next meeting.

Elizabeth Harchenko asked if the scope of the infrastructure to be moved to the State Data Center has expanded. Dean explained that most of the scope expansion is in the area of what can be managed by the data center.

Backfill Process and Budget:

Mike Freese presented a draft document for Backfill Process to the members for review. Mike indicated he has listed the amount of funds expected to be needed in this biennium only, not the full amount. The backfill funds are a one-time project expense that must be paid back. The proposed budget (\$522,938) represents the \$2.2 million from the business case divided by the estimated number of hours for the remainder of this biennium.

The process for oversight of the funds is as follows:

- Agency CIOs submit a request for backfill to the PMO for verification that the request meets the business case and that the agency has taken the steps to find alternative solutions.
- PMO presents the request to the Steering Committee.
- Steering Committee will approve/disapprove the requests submitted for consideration by the PMO.
- Once approved, a process for time tracking will be initiated.

Gary Weeks asked Mike to clarify that all alternatives (as outlined in the document) would be exhausted prior to a request for backfill funding being submitted by an agency. Mike confirmed this.

Laurie Warner stressed the point that if we don't spend the money we won't have to pay it back. However, this process will not be done at the risk of service level agreements.

Motion: Mike Marsh made a motion to approve the Backfill Process and the requested amount of funding at \$522,938 with the understanding that the Steering Committee may return to the Governing Board prior to the next COP sale in March 2005, to refine the funding request if needed. Elizabeth Harchenko seconded and the motion passed unanimously.

3. Human Resources

Sue Wilson reported the first bargaining session will be on Thursday, Dec. 16, 2004. The first requests made by SEIU have been responded to.

4. Facility Committee

Bill Foster reported the building progress is on time and on budget.

5. Other Issues

Laurie Warner reported that she and Mike Freese met with concerned employees who made contact with Senator Nelson. Their main concern was the need for further communication because they have not yet been involved in the project. Mike Freese reported that the Steering Committee now has a standing weekly agenda item for Rumor Control. The rumors presented each week are discussed and the answers are put on the Web site and distributed to all employees on the listserv. Additionally, Mike will begin meeting with these employees on a regular basis so they will have opportunity for personal dialogue and have some rumors answered in person.

Laurie Warner also reported that DAS will present a request before the JLCIMT and E- Board in January to address the need for a Cyber Security COP.

Next Meeting

Monday, January 10, 2004

3:00 – 4:30 p.m.

DAS West ~ Conference Room A

Submitted by: Cheryl Knottingham, DAS IRMD Administration.