

**CNIC Governing Board
Meeting Minutes – March 14, 2005**

Approved 4/18/05

Attendees:

Agency:	Board Representative:	CIO or Representative:
DAS	Laurie Warner	Mike Freese
DCBS	Greg Malkasian	Dan Adelman
Corrections	Max Williams	John Koreski
Education		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	Bruce Warner	Ben Berry
Veterans' Affairs	Paula Brown	

Project Staff: Julie Mallord, Keith Kohan.

Accenture: Dean Willard.

Others: Susan Columbus, Bill Fink, Bill Foster, Sarah Gates, Raelynn Henson, Daron Hill, Cheryl Knottingham, Theresa Masse, Cora Parker, Scott Smith, Dallas Weyand, and Sue Wilson.

1. Opening Comments

Laurie Warner brought the meeting to order. She noted that minutes from the last meeting (Dec. 13, 2004) were previously approved via e-mail.

2. Steering Committee Updates

Mike Freese introduced the new Sr. Project Manager for CNIC, Julie Mallord.

Sue Wilson reported a copy of the bargaining Letter of Agreement would be posted soon.

Mike Freese and Cora Parker reviewed the budget process (see handout). Members asked for clarification why the revised business case would not be vetted through the same process as the initial business case. Mike explained that the original process is not needed; building the budget will finalize the business case.

Julie Mallord presented a Project Status document for review and reported that the data center facility design had just received Tier III accreditation through the Uptime Institute. More information about this will be distributed in the near future.

Julie highlighted attention areas.

- Change resistance/ project ownership. Some work groups still have a strong perception this is a DAS project – a ‘them and us’ mindset. The work groups will be asked to apply higher performance standards.
- The correct decision model to use within work groups when members have different perspectives. An expectation on decision-making will be finalized soon and presented to the Steering Committee for approval. This will focus on three main points to consider with each decision.
 1. Decision must be in alignment with project short- and long-term objectives.
 2. Assumptions must be identified and articulated going in.
 3. The decision model has to be clearly understood.

- Large work group size hinders productivity. Project Office will work with the Steering Committee to pare down the size of the large groups to promote more efficiency.

Julie also reported that from her perspective the project office needs more full-time and less part-time participants to make the project more effective.

Julie asked for the directors and CIO's to clearly communicate to their agency staff that this project must have an enterprise perspective. Elizabeth Harchenko asked Julie to provide specific messages agency heads and CIO's should communicate to staff.

3. Facilities

Bill Foster reported the state data center building is 35 percent complete. The project is on time and within budget.

4. Other Issues

Cyber Security

Theresa Masse reported on several current projects.

- Single Perimeter is on schedule and within budget.
- Access Management – the Burton Group is now working with the state.
- Identity / Access Management – hardware/software has been purchased.
- Incident Response Team – ODOT, DHS, Employment and DAS are currently involved.

The House IMT Committee is interested in all security issues. A new bill HB 3145 clarifies responsibility of IT security and will provide the ability to conduct vulnerability assessments.

Enterprise Strategic Plan Update

Mike Freese reported there was great information gained from the interviews conducted with directors. Staff is now meeting with select CIO's to further articulate the main objectives that are measurable.

E-Government Governance

Scott Smith report the program is going through a strategy reset.

- Basic operational concerns
- Transitioning of operations to EDS
- Creating a new governance model (similar to the CNIC Governing Board) with four subgroups: Planning, Portal, Applications and Security.
 - This governance structure will ensure that agencies have a voice in the future of the E-Government program and that the program meets agency business needs.

Business Continuity Planning

Scott Smith and Susan Columbus brought a presentation to outline the direction BCP is taking. There was consensus that the BCP project move forward. Susan reported she will begin to set up meetings with each agency and asked for their cooperation in discussing their agency's specific areas of concern.

Next Meeting

Monday, May 9, 2005

3:00 – 4:30 p.m.

DAS West ~ Conference Room A

Submitted by: Cheryl Knottingham, DAS IRMD Administration.