

**CNIC Governing Board
Meeting Minutes – August 8, 2005**

Approved 9/16/05

Attendees:

Agency:	Board Representative:	CIO or Representative:
DAS	Laurie Warner	Mike Zanon
DCBS	Greg Malkasian	Dan Adelman
Corrections		John Koreski
Education	Doug Kosty	Baron Rodriguez
Employment	Debbie Lincoln	Curt Amo
Forestry	Clark Seely	
Housing & Community Services	Bob Repine	Bill Carpenter
Human Services	Barry Kast	Bill Crowell
State Police		
Revenue	Elizabeth Harchenko	Stan McClain
ODOT	Lorna Youngs	Ben Berry
Veterans' Affairs	Paula Brown	Herb Riley

Project Staff: Julie Mallord, Keith Kohan
Accenture: Dean Willard, Kari Ensminger
Others: Rod Bailey, Tanya Crane, Ken Disbrow, Bill Fink, Bill Foster, Raelynn Henson, Jerry Korson, Jill Petersen, Mike Marsh, Theresa Masse and Mark Reyer

1. Opening Comments

Motion: Bob Repine moved to approve the June 13 minutes; there were several seconds. The motion passed unanimously.

Legislative communications: The CNIC project has been asked to provide a status report at each JLCIMT and E-board meeting. The first E-board meeting is at the end of October. The JLCIMT has not yet published a schedule.

Laurie Warner introduced Mark Reyer, the new State Data Center (SDC) Administrator.

2. Facilities Update

The building is on schedule for substantial completion by September 30. The anticipation is that it will be complete under budget. Tours of the building have been suspended until completion. In the interim, a small committee is working to plan an open house tentatively scheduled for the first week of October.

3. Recruitment Update

Five recruitments for management positions at the SDC were announced and have since been closed. These were opened to state employees only. The minimum requirements review has been completed. Mark Reyer is reviewing the applications now.

Training sessions on resume writing and interview skills have been set up for in-scope employees throughout the month. The response from staff has been good – nearly all sessions are full.

The HR team is working hard to solidify an SDC staffing plan that will be presented at the all hands meeting.

4. Project Update

General Status:

Julie Mallord distributed and reviewed a project update. Project Quality Assessment Reports go regularly to the Steering Committee. The QA vendor is contracted to report to the Steering Committee, Governing Board and legislative bodies as requested.

Julie announced that the work group recommendations for network detailed design would undergo outside QA. There was a concern expressed around potential risk related this. Julie clarified that there is no reason to believe that the recommendations of the network detailed design are off course. QA of the design is a due diligence effort as the network is regarded as one of the most important pieces of the new SDC.

The Steering Committee has recently approved the detailed design recommendations of the Storage, Mainframe and Server work groups. Earlier today they also approved the Security architecture recommendation. Two procurement issues are red issues on the status report at this time. Though they are potentially major risks to the timeline, Julie noted that they are under control. Stage Two (detailed design) will officially come to a close on Monday, August 15 and Stage Three (agency implementation planning) will begin. In Stage Three the planning dives into much more detail at the agency-specific level.

Quality Assurance:

The quality assurance plan has just recently been approved by the Steering Committee. Ken Disbrow was presented to report from Solutions consulting Group. He distributed and reviewed the QA plan with the board. The purpose of the plan is to identify risks, assess them, communicate them and then work with the Project Office (PO) on mitigation. Ken invited anyone to call on him should they feel they have identified a potential risk. He further noted that such conversations are completely confidential.

Ongoing Action: The Governing Board has asked to receive copies of the QA reports as they go to the Steering Committee.

5. Vision for SDC

Mark Reyer began by complimenting the facility and the extent to which agency staff seem to truly care about this project. The detailed design recommendations are all very solid from a top down approach. Going forward Mark hopes to evaluate this project from the bottom up so that the focus can move toward quality. A request will be coming soon to each agency for detailed inventory information. Many questions around the transition will be answered as the individual agency implementation plans come together in the next stage.

6. Other Issues

With reference to item 1, Bob Repine asked if the legislature had requested specific items or areas to be reported on during the interim. Laurie Warner indicated no; the request for updates was general, i.e., staying within budget, adhering to the plan.

There being no further business, the meeting adjourned at 3:55 p.m.

Next Meeting

Monday, September 12, 2005
3:00 – 4:30 p.m.
DAS West ~ Conference Room A