

Attendees:

<b>Agency:</b>	<b>Board Representative:</b>	<b>CIO or Representative:</b>
DAS	Laurie Warner	Mike Zanon
DCBS	Dan Adelman	Dan Adelman
Corrections		John Koreski
Education		
Employment	Debbie Lincoln	Curt Amo
Forestry		
Housing & Community Services	Bob Repine	
Human Services	Clyde Saiki	Bill Crowell
State Police		David Yandell
Revenue	Elizabeth Harchenko	Stan McClain
ODOT	Lorna Youngs	Ben Berry
Veterans' Affairs	Paula Brown	Herb Riley

Project Staff: Julie Bozzi, Bryan Nealy  
Accenture: Mike Dawson, Sarah Waylett, Kari Ensminger  
Others: Tanya Crane, Ken Disbrow, Bill Fink, Raelynn Henson, Jerry Korson, Theresa Masse and Mark Reyer

**1. Opening Comments**

The August meeting minutes were previously approved via e-mail.

E-board update: DAS was requested to report on the CNIC project at each session of the JLCIMT and E-board. The JLCIMT had not yet met but Laurie Warner and Mark Reyer had an opportunity to talk to the E-board in October. They announced that the State Data Center (SDC) is open and the network is up and running. The JLCIMT membership has since been announced and its schedule released. The first meeting will be November 29. DAS has been invited to discuss CNIC, Cyber Security and the Interoperability Project. Pieces of the 07-09 budget may also be addressed.

**2. Final Facility Report**

Bill Foster was not available to report.

**3. Human Resources Report**

The SDC management recruitments are currently underway and will close next Monday. These positions are open to all state employees. This is the beginning of the staffing process for the SDC. Assuming that a good applicant pool is available, the interviewing panels will begin in December. The hope is to have all managers hired by early January. Much more staffing activity will occur once these managers are in place. The process of writing and classifying position descriptions for technical staff will launch near the first of the year once the managers for those functions are in place. A chart with the order of hiring will be distributed in today's project manager's report.

People change management training has been set up for managers of in-scope staff. The first session took place last Thursday and the next one is scheduled for tomorrow.

The next "all-hands" meeting will take place this Thursday in the form of a Q&A forum.

**4. Project Manager's Report**

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Strategic Timeline: "SDC Readiness" planning is complete and the readiness implementation is about to begin. This includes new procurements, implementing the network, security, tape libraries, etc. Agency implementations will begin at the end of quarter four. Agency server moves are outlined for 2006. These dates are not yet set in stone but are reasonable target dates. Once server migration is complete, server consolidations will begin. The project is moving into stages three and four which run in parallel (implementation planning and implementation). The storage tape RFP has been released and the disk and server RFPs will go out shortly.

Facility/Staffing: The open house was very successful. There are eight agency network employees currently on a rotation at the SDC. Additionally, there are seven full-time state workers, approximately 15 full-time vendors and approximately 90 other part-time resources currently working on this project.

Attention Areas: Procurements are on the critical path and these processes are being watched carefully. A relocation services vendor has been secured for move day planning although the actual "move day" contract is pending.

Schedule: The project schedule has been base-lined and the network is in place. Procurement delays are causing one milestone to be moved out 17 days, from June 30 to July 17, 2006 (consolidation of the three largest data centers). There are 12 workgroups meeting regularly.

Asset Management: Research is being conducted to learn how the state has addressed large asset transfers in the past.

**Action:** The Board acknowledged receipt of the revised project schedule.

#### **5. Quality Assurance Report**

Ken Disbrow reviewed the most recent QA report. The project has done a good job mitigating risks. Currently there are no outstanding risks that pose any major problems but there are some concerns about potential risks. These relate to the number of resources available and the procurements as they relate to the schedule.

Research is being done on agency readiness now. About one-third to one-half of the agencies have been reviewed and no major risks have been identified thus far.

#### **6. Administrator's Report**

Mark Reyer distributed an illustration of the architecture that he intends to accomplish at the SDC. An Enterprise Service Architecture is very different than the way individual IT technology is being run in the agencies today. There are many considerations each time a new application is introduced to the environment. One of the first steps in achieving an enterprise architecture will be to converge all of the networks into one network backbone. This will be managed across the enterprise. Then an enterprise storage farm will be created. Though some servers will continue to be dedicated to specific needs, most of the servers will become virtualized in a server farm. This allows them to be utilized as needed allowing for much higher capacity rates. The same is true for storage and network. The difficulty lies in the next step which includes application servers and network applications. There are currently 67 platforms in existence. Though it would be impossible to consolidate these into one platform, it is possible to consolidate to just a few platforms. This will be a major effort.

Having an enterprise architecture allows the SDC to have far better management tools. Managed security will become a new function that is not being provided today. Different functions will require different levels of service and availability. Managing these different levels will be very efficiently done in the consolidated environment. Further, a better separation of duties will be possible allowing employees to narrow the focus of their responsibilities.

Monitoring measurement, account planning and prototyping or benchmarking tools will all be used to assess the state of the SDC after the moves and to project the direction of the business

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moving forward. A cost will be accrued by an agency only when purchased capacity is specific to that agency. Typically, a pooled resource tool will show when additional resources are necessary. For a period of time, the percentage of unique capacity versus shared capacity will shift.

**7. Other Issues**

The Executive Committee members of the CNIC board have been contacted by the Secretary of State regarding an audit that they are currently pursuing. In the entrance conference this was characterized as a risk assessment. The scope and length of the audit are, as yet, undefined. The assumption is that DAS will be billed for the work. There was some discussion around the Secretary of State's definition of "phases" as they have stated that they intend to audit each phase. Laurie Warner encouraged the directors to maintain good communication about this audit and to ensure that the auditors are contacting the agencies from the top down as agreed upon at the entrance conference.

Laurie Warner announced her intention that the board meet at least every other month even when action items are not included on the agenda. The next meeting will likely be in January.

**Next Meeting**

Monday, January 9, 2005  
3:00 – 4:30 p.m.  
DAS West ~ Conference Room A