



CNIC Peer Communications Group Meeting Minutes – July 1, 2005

Approved

Attendees: Wes Ford, DHS; Dennis Green, Employment; John Hubbard, DOC; Dominic Rivera, DCBS.

Guests: Barbara Jensen, CNIC Project Office and Jerry Korson, DAS Personnel.

Minutes by Cathy Hoffman, CNIC Project Office

Human Resources Committee and Process

Barbara Jensen, Human Resources Project Manager/Liaison, spoke to the committee about the process for the HR Work Group. She distributed the Roles & Responsibilities approved by the CNIC Steering Committee and explained that the charter and work plan are to be reviewed and approved before being published.

Groups that have responsibilities related to HR Work Group tasks include: CNIC Agency Human Resource Managers; the CNIC Governing Board; CNIC Project Office and Quality Assurance; CNIC Steering Committee; DAS Communications; DAS Human Resources; HRSD/Labor Relations; SEIU; and the new data center administrator. The work group is dealing with input from the services group, working on finalizing the functional organization chart, sharing information with the data center administrator, and looking at ways to distribute information about the positions.

Steps are under way to assist the data center administrator in hiring a management team. The goal is to be able to announce them at the All Hands Meeting on August 17. Management positions will be open to all state employees and if not enough qualified applicants are received the recruitment will be expanded. There are eight management positions (including the data center administrator) and it is hoped that the seven remaining management positions will be posted soon.

The remaining positions will be posted after that and the process for filling them will be: first opportunity to apply, the 100% impacted positions (referred to as “3A on the LOA”); second opportunity to apply, 12 impacted agencies’ employees; third opportunity, open competitive including all state employees. There is no known date for having all data center positions hired.

A question was asked regarding availability of the operational organization chart. There are a couple of drafts that have been given to the data center administrator for review. Once he approves a chart, it will be distributed.

A question was asked about union input. Jerry reported that he will be working directly with Donna Glathar, DAS Bargaining Chief Spokesperson for SEIU, to ensure an effective recruitment process in accordance with the LOA.

As documents are presented to the CNIC Steering Committee for approval, there will be more human relations communications distributed to the work groups and employees. It is anticipated that the subject will be on the agenda for the August All Hands meeting. It is important to make sure information is distributed as soon as it is available. Being secretive brings an aura of mistrust.

There is a rumor that one CIO told his employees that all positions in the data center will be limited duration. There will be a formal communication in a couple of weeks to address this issue. Because of the transition, it is necessary to do phasing of positions as short-term limited duration positions that become permanent positions. It relates to budgeting and funding, not the positions. Every employee will know up front that their position is being termed “limited duration-permanent” which means the funding for the positions comes out of one area (limited duration) and then out of another area (permanent). The limited duration funding only applies to the transition period of time.

It is important for there to be an understanding that data center employees will be hired as permanent employees. The “limited duration-permanent” designation simply means that part of their funding comes out of one account and the rest comes out of another account.



Funding of two COP related to CNIC was discussed; one for the building and one for a five-year transition period that covers all non-building related costs. Jerry reported that he is bringing in a temporary employee to be devoted to HR work that relates to CNIC. Funding for that position is part of the COP. Editor's note: *Following this discussion, it was discovered that all State Data Center positions will be posted and recruited as permanent positions; there will be no limited duration positions at the State Data Center.*

The process for filling the positions is in draft form but it needs to be approved by the data center administrator and the CNIC Steering Committee. Once approved, information will be disseminated rapidly.

There is a rumor that the data center administrator has been hired. It is the feeling of many that an official announcement should be made soon, or the assumption that "something is wrong" will start to surface. An e-mail from the DAS director's office was just distributed to CIOs and a formal wide-spread announcement should be forthcoming. A question was asked about posting the information on the Web.

It is hoped that the process and timeline will be shared at the August All Hands meeting. Once employees hear the process and see the timeline, they will know there is an end date in sight and will be a little more at ease. They will have a better idea of what to expect.

There was a discussion of the reported 26 FTE for security positions at the data center. This does not mean that 26 positions will be devoted to security. It means that 26 positions will have a portion of their duties designated as relating to security. It was stated that the original report was to be reworded to more accurately reflect the intent.

John presented a copy of the June 20 CNIC budget presentation and requested clarification on some of the FTE numbers listed, specifically where related to transition costs. It was explained that not every employee will start on the same date, so full FTEs cannot be recorded for transitional budget periods. The Peer Communications work group requested information about obtaining a copy.

Barbara was asked if the approved HR Work Group Roles and Responsibilities were posted on the Web and she indicated she would look into that. She was also asked if the minutes would be posted.

Barbara announced that the rumor of resume collecting was false. She has been collecting the position descriptions of the affected positions to aid the HR Work Group in drafting data center position descriptions. They are needed to find out what kinds of duties would be phasing into the data center.

The recruitment will be based on the LOA and DAS policy. Applicants will be required to complete a PD300 (with resume) and the position descriptions will include what the job is about, what the application timeline is, and how to apply for the position. This is where the issue starts to affect individuals and it is important that everyone involved is communicating from the same information and continue to give out accurate facts.

The affected positions are targeted to phase out during the 05-07 biennium and when the agencies begin the 07-09 biennium those positions will not be in their budgets.

Rumor Mill and Round Table

Confirmation of Don Fleming's retirement was requested. It was reported that he has announced his departure due to personal considerations and he expects his last day to be somewhere in 2-6 weeks. The DAS Director is expected to hire an interim CIO. Recruitment for a new CIO is expected to take 3-6 months.

The "whistle-blower" of previous discussions has retained her job and transferred to another position.



Questions were asked about how transferring to the data center will affect an employee's service date and step qualifications. Dennis stated he would look into it and try to get answers. He stated that as union questions come up, he would like an e-mail and he will forward it to the appropriate person.

The meeting adjourned at 11 a.m.