



CNIC Peer Communications Group Meeting Minutes –September 23, 2005

Approved 10/7/05

Attendees: Paula Allen, Revenue; Brooke Cramer, DAS; Shawn Dawson, ODOT; Raelynn Henson, CNIC Project Office; Tim Marshall, DHCS; Dominic Rivera, DCBS; Mary Jo Stoutenburg, DHS.
Minutes by Cathy Hoffman, CNIC Project Office

The meeting was called to order at 10 a.m.

Review Minutes / Introductions

Introductions were conducted.

The minutes of the September 9 meeting were reviewed. The action on page 2 referencing the scope matrix was addressed. Rather than just e-mail the document, it was the consensus to include the issue on a future agenda and have somebody attend the meeting to speak about the scope matrix.

Recap Mark Reyer's Visit and Recent Letter

Feedback to the last Peer Communications meeting and from the e-mailed letter from Mark Reyer was requested. Comments included:

- It was well received. Employees trust Mark and haven't even met him yet.
- It was the same information that has been communicated in agency meetings with Mark.
- The letter was nice, but did not contain enough detailed information. We are looking forward to having him come to our agency.
- The information does not seem to be getting to the in-scope employees.
- It was not new information. Employees love what Mark is saying but have doubts he will be successful in what he plans (based on the history of state politics). It is hoped that he has the stamina to push things through.
- The information is nice to hear but we will believe it when we see it.
- There is concern that employees in agencies scheduled to migrate late in the schedule will not have a chance at getting a job at the data center.

It was decided that successes should be loudly verbalized. Any step forward would be viewed as positive by the agencies. It should be pointed out that agencies are working together and that hasn't been the case in the past.

There was discussion of training opportunities. It was believed that the project was supposed to have cross training and nothing has been heard about that lately. Concern was expressed that those employees from the first agencies into the data center would receive hands-on experience not available to employees from the agencies that are last on the migration schedule. Would that experience give them a higher probability of getting hired?

It was agreed that facts need to be communicated to staff. A question was asked as to who is making sure the CIOs are seeing their staff get the information they need and the opportunity to participate in the project. There is concern by employees that their CIO is not supportive of their need to be involved in the process.

It was pointed out that the Letter of Agreement stipulates knowledge of technology unique to the data center will not be part of the hiring requirements.

Approve Charter and Work Plan

The draft charter and work plan were reviewed. They do include the input received at the August 26 meeting. Julie Mallord has reviewed them and did not recommend any changes.

The SDC will soon be developing its own Web site. The CNIC Web site will still exist to document project specific information. It is helpful to remember that the CNIC project is the pathway that leads to the state data center.



Decision: The Peer Communications Charter and Work Plan were approved as presented. (The charter will now go to the Steering Committee.)

All Hands Agenda Review and Assignments

Raelynn asked that those Peer Communications members assisting with welcoming duties be at the All Hands meeting by 8:30 a.m.

The meeting will be video taped for later streaming. John Koreski, DOC, will facilitate the meeting and make some introductory remarks. Julie will provide a high level recap of stages 2 and 3. Stan McClain, Revenue, will briefly speak about the Change Management Work Group. Mark Reyer will give personal remarks, review staffing plans, and transition the meeting into the question and answer segment.

Participants of the All Hands meeting will be given index cards to write down questions for the Q&A session. If any Peer Communications members already know of questions that need to be addressed, they can e-mail them to Raelynn prior to the meeting and she will make sure they are on the list.

Ribbon-cutting Ceremony/Open House Overview

A tentative date has been set for the ribbon-cutting and open house. The date should be finalized early next week. The afternoon will include a 1:30 p.m. ribbon-cutting ceremony, and self guided tours from 2-5 p.m. The building will be staffed with building experts at specific locations to answer questions the tour participants may have.

There was a brief discussion of potential conflicts with installation of equipment. Assurance was received that the date would not conflict with workers.

Action: Raelynn was asked to communicate with the CIOs to encourage them to allow their employees to go this event.

Rumor Status / Other

The updated matrix of rumor resolutions and a list of recent questions for the FAQ were reviewed. Rumors 10, 11, and 12 on the matrix were closed because of the recent letter from Mark and because they will be addressed at All Hands.

Action: The resolution comment for rumor 12 needs to include the words "implementation team" before the word "managers."

On the recent questions for the FAQ, the answer to the question about print plant staff needs to clarify that the print plant is separate from the data center.

Raelynn read an e-mail she received prior to the meeting that provides an answer to the question about Accenture being fired. Accenture has not been fired. Their role is changing as the project moves into the next stage and they will be available to research and support the work groups as outlined in the contract with the state. Concerns with the accuracy of the answer were expressed and discussion ensued. Raelynn will add a clarifying statement.

The meeting adjourned at 11:10 a.m.