



## **CNIC Peer Communications Group Meeting Minutes –October 7, 2005**

Approved 10/14/05

**Attendees:** Julie Bozzi, CNIC Project Office; Shawn Dawson, ODOT; Wes Ford, DHS; Dennis Green, Employment; Raelynn Henson, CNIC Project Office; Tim Marshall, DHCS; Dominic Rivera, DCBS.  
Minutes by Cathy Hoffman, CNIC Project Office

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

### **Review Minutes**

The minutes of the September 23 meeting were accepted as presented.

### **Debrief All Hands Meeting**

Comments heard following the All Hands meeting included:

- It was a successful meeting.
- Many people appreciated hearing comments from Mark Reyer.
- It was too bad not all the questions were answered. Too much time was taken by the “disaster recovery” questions.

Prior to the next meeting, the presenters should be coached on effective ways to alternate between the questions on the cards and the questions asked by raised hands.

The committee discussed possible underlying reasons why part of the Q&A session digressed. This will be an agenda item for future meetings so this work group can address some of those underlying reasons and develop solutions in response.

The committee discussed the issue of the 3a list. It continues to be an issue among in-scope and not in-scope staff. Questions include why the peripherally affected staff are not included on the list and whether they should be on the list.

### **Change Management Update**

The Change Management work group has been working on a coaching plan to train managers and supervisors to have one-on-one conversations with their staff. It is still in draft form and is anticipated to be launched in November.

The work group is developing plans to help Mark conduct the brown bag sessions announced at the All Hands meeting. A standard day/time will be developed.

### **Round Table: Rumors, Issues, Concerns**

The scope matrix is in draft form and will be finalized soon. Steve Schafer and/or Mark Reyer are the best persons to invite to a meeting to discuss this in detail.

The Open House ribbon cutting ceremony is at 1:30 p.m. but the announcement indicated not everyone should come at once. It is not anticipated that everyone will come to the ceremony. There will be many that attend just to tour the building and it is hoped that they will stagger those tours.

Summaries for the September period are due Monday, October 10. This summary will not include the work groups or implementation teams that were just started. They will be included in the next summary.

The Peer Communications work group should consider returning to a weekly meeting schedule for the time being. Issues are beginning surface that need more discussion and one hour every other week is not enough time to address them all.

Agencies that are preparing for agency implementation are beginning to hold technical roundtables to make sure details are being addressed. A request was made for a copy of the list of work group rosters. Agency representation on the work groups was discussed. As each agency prepares for implementation, it is likely that there will be more representation from that agency. Once implementation for a specific agency is complete, the membership of the project work groups will change.



Action: Julie will forward the work group roster to Shawn Dawson and Tim Marshall.

It was stated that QuickPlace does not appear to be up-to-date. Julie reported that as the transition from Stage 2 to Stage 3 began, there was not as much posted in QuickPlace. Posting activity will increase now that Stage 3 is under way.

A comment was made about Accenture's role in the project. Julie reported that the managers of the implementation teams specifically stated they need the support of the Accenture staff.

Items to be discussed at future meetings were identified as:

- Revisiting the 3a list
- Data center culture
- Disaster recovery plan/strategy
- Timely and accurate information from the CIOs

The meeting adjourned at 11:10 a.m.