

## CNIC Technology Committee – Meeting Minutes

Date: November 2, 2004

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The CNIC Technology Committee  
Forestry – Tillamook Room  
1:00 to 2:00 p.m.

Committee members present: Curt Amo, Ben Berry, Peter Byrne, Dan Christensen, Bill Crowell, Mike Freese, Gary Johnson, John Koreski, Jeff Marecic, Mark Matson, Stan McClain, and Herb Riley.

Others present: Raelynn Henson, Cheryl Knottingham, Keith Kohan, Theresa Masse, Mark Matson, Dorothy Oliver, Jovan Ruiz, Dean Willard and Sue Wilson.

John Koreski brought the meeting to order at 1 p.m.

### **1. Potential Bargaining Items**

Sue Wilson reported the unions have not yet submitted a demand to bargain. They have another week in which to do so. If a demand is made, the state might expect items such as:

- Definition of candidate pool
- Length of recruitment period
- Length of time for staff to qualify
- Interviewing pools – how we screen applicants
- Selection criteria – seniority
- Impact to staff temporarily assigned to the data center

Sue said they are currently discussing who will represent employees at the data center or what to do if current unrepresented staff does not want to be represented. Sue also pointed out the benefits of moving forward without delay as a 90 day time frame begins with receipt of a demand to bargain. Stan McClain asked if the CIOs will be involved in the bargaining process and Sue confirmed that the team would include CIOs. Bill Crowell asked how to ensure there would be no strike in the future. Mike Freese stated the committee would need to make a strong case for a non strike agreement. Bill also asked if hiring can be done by classification or position by position. Sue stated that hiring by classification is fine. Ben Berry stated the candidate questions would be determined by the selection criteria. Curt Amo made the point that “qualifying” and “applying” does not mean an employee is on the layoff list.

### **2. Review / Approval of Minutes**

**Motion:** A motion was made and seconded to approve the minutes from the October 26, 2004 meeting and passed unanimously.

### **3. Project Plan Review**

Bill Crowell opened the discussion with a concern from page 68, section 17.5 which addresses the Help Desk. Bill stated that DHS has a help desk and that it plays such an important function for customer service that he would be very concerned if it was consolidated into the data center. Mark Matson explained that all these items could be moved to the appendix and are meant for informational purposes only (for examples of future opportunities).

Ben Berry suggested that the appendix be its own separate document for listing other opportunities. This would eliminate concerns or misunderstanding of the current focus on the project and would enable the committee to address other opportunities at a later date. The committee also came to a consensus to edit the paragraph on page 68 to clearly identify this as ideas only and not in CNIC scope at this time and further explain that these items are for future consideration only and would require a business case to be completed in order to proceed. The PMO will have a final version to the committee for a vote at the Nov. 9, 2004 meeting.

Peter Byrne reported that his staff have a copy of the project document and are asking when the technical folks will be able to have input into the process. Bill Crowell stated the Network and Security teams would be the first to get started. Mike Freese said that the contract for phase two needs to be finalized before phase two work begins.

Ben Berry touched on the process for populating the groups and asked for clarification that agency management decide who will take part in the technical groups.

Mike Freese said the PMO will draft a charter for the technical teams and asked the committee members to pass comments to Keith Kohan, Mark Matson or himself.

Mike also stated that meetings with agencies to address Stage Zero need to start soon. Dean Willard of Accenture distributed a guide for the State Zero process. Members can provide feedback directly to Dean or a member of the PMO.

Additional project managers will be added to strengthen the PMO including a senior project manager from one of the agencies. This needs to be a certified project manager with experience on large scale projects. Mike asked the committee members to send or refer names to him. This position will be funded by CNIC so the agency will be able to backfill the position.

#### **4. QA Statement of Work**

Curt Amo asked if the contractor will report to the governing board or the steering committee and the consensus was that the QA contractor will report to the steering committee.

**Motion:** A motion was made to approve the QA Statement of Work with the changes discussed, Stan McClain seconded. The motion passed unanimously.

#### **5. Recap Special JLCIMT Hearing**

Rep Gallegos wanted to hear from each agency director regarding their views on the CNIC project to get the testimonies on public record. John Koreski said he thought the input from Don Fleming regarding scope was positive and a good reminder for the JLCIMT members not to count on savings in the 05-07 biennium was important. John also stated that SEIU had a representative and did testify at the hearing.

#### **Roundtable/Additional Discussion**

Ben Berry requested that when the committee finalizes their formal charter they include issues of membership, delegates and voting. The members agreed to move this item to a future date.

Stan McClain asked that a document be drafted that will designate who from CIOs will represent the committee during bargaining with the unions.

**Next Meeting:** Tuesday, Nov. 9, 2004  
3 to 4:30 p.m., DAS West, Conference Room B