

CNIC Steering Committee – Meeting Minutes

Date: December 7, 2004

DAS West in Conference Room A.
3:00 to 5:00 p.m.

Committee members or delegate present: Ben Berry, Bill Carpenter, Bill Crowell, Mike Freese, Gary Johnson, John Koreski, Stan McClain, Dorothy Oliver, Jill Petersen, Herb Riley, Baron Rodriguez and David Yandell.

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

John Koreski brought the meeting to order at 3 p.m.

1. Review / Approval of Minutes

Motion: Stan McClain made a motion to approve the minutes from the Nov. 30, 2004 CNIC Steering Committee meeting. The motion was seconded by Baron Rodriguez and passed unanimously.

Data Center Director recruitment plan:

Mike Freese presented the revised document for the members to review. Stan McClain expressed concern over the proposed one-day timeframe. Jill Petersen requested the process be extended to two days. The first day candidates would interview with the Steering Committee; those candidates approved by the Steering Committee would interview with the Governing Board on day two. The members agreed to a two-day process.

Motion: Jill Petersen made a motion to accept the revised Recruitment Plan document with the change requested for a two day process. Bill Crowell seconded and the motion passed unanimously.

2. Backfill Issues

Mike Freese reviewed the edits made to the CNIC Agency Employee Backfill document. The members agreed that the requested changes from the Nov. 30, 2004 meeting were all completed.

Bill Crowell requested the PMO review each request before bringing them to the Steering Committee to assure that each request meets the needs of the business case.

Stan McClain requested another approach be added to address the option of voluntary overtime.

Motion: Ben Berry made a motion to approve the revised Backfill document to include the requested changes. Stan McClain seconded and the motion passed unanimously.

The final version of the CNIC Agency Employee Backfill document will be presented to the Governing Board for review / approval at their next meeting December 13, 2004.

3. Stage Zero

Dean Willard reported that Accenture had completed the Stage Zero exercise. One main concern for most agencies was that of security and how it will be managed in the shared environment. Dean explained that intruder detection and firewalls are functions agencies will share (the operation would be centralized). Although the data center will be responsible for functionality, agencies will be responsible for decisions related to access. The data center staff will need agency direction as to what the functions are.

Bill Crowell asked Accenture to clarify the description on page nine pertaining to the banking systems. Dean explained this as a unique function within DOR that is not suitable for consolidation.

John Koreski requested the percentages on page 18 be removed and the members were in agreement.

Concern was expressed from several members regarding the opportunities listed for potential savings and that this may be misunderstood. It was requested that several changes be made to address this issue.

- Clearly state that the priority at this time is for CNIC to be a success. Other opportunities will be considered at a later time.
- Change the document to specifically state what is in scope for the first phase of the project.
- Add a glossary.
- Add a summary to show what the original scope was and show we have been more aggressive in accordance with the governor's direction.

Dean Willard agreed that these changes would be done and another draft distributed for review.

In Scope FTE

A template for use in reporting FTE was distributed. Mike Freese agreed to make some changes to enhance the template.

Ben Berry asked that CIOs have the opportunity to provide their staff with the aggregate information to avoid staff receiving it only from the Union. Mike assured the committee that the PMO will provide these numbers to the Steering Committee before they are given to the Union.

4. Governance Model

Mike clarified that the Data Center Director must work with the CIOs on issues before they are vetted to the Governing Board. Raelynn Henson shared that the governance model approved by the Governing Board calls for monthly meetings between the CIO Advisory Council (now the CNIC Steering Committee) and the Data Center Director. This relationship was noted in Governing Board meeting minutes at the time the governance model was approved.

5. Phase II Statement of Work (SOW)

The concept of the state's relationship with Accenture described in the SOW was determined to be acceptably expressed. Mike Freese was asked to add language to explain how the process

works and describe the specific roles of the state and Accenture. The members also asked Mike to add more detailed and measurable acceptance criteria for Accenture deliverables. Bill Carpenter asked to make clear the expectation that Accenture step forward to provide leadership for Phase II; that they actively “bring what they know” to the table.

John Koreski affirmed that the project blends two bodies of knowledge: Accenture brings their consolidation and methodology experience and state agency staff brings their technical knowledge of agency operations and requirements. Ben Berry also stated that he would like Accenture to provide strong leadership to assist workgroups.

Mike Freese reported that negotiations with Accenture are underway. The Statement of Work will be finalized as soon as possible. He thanked the committee for their comments which will be incorporated as the Statement of Work progresses.

6. Round Table/Rumor Control

Baron Rodriquez inquired about the status of the QA contract and Mike reported it is nearly complete.

Ben Berry stated that he finds the Web site helpful in addressing the many questions that are brought forward (specifically the rumor control FAQs).

Keith Kohan reported the building construction is on schedule and under budget at this time. Keith asked the committee for their view on allowing photos to be taken as the building is completed and to share these photos on the Web site. The consensus was this would not be wise in light of security concerns.

A few rumors were reported; Raelynn Henson will see that a response is prepared.

The meeting adjourned at 5:00 p.m.

Next Meeting: Thursday, Dec. 16, 2004
3 to 5 p.m.
DAS West – BAM Conference Room, 5th Floor