

## **CNIC Steering Committee – Meeting Minutes**

Date: December 16, 2004

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

Committee members or delegate present: Dan Adelman, Curt Amo, Ben Berry, Bill Crowell, Mike Freese, John Koreski, Stan McClain, Herb Riley, and David Yandell.

Others present: Ellen Doty, Raelynn Henson, Gary Johnson, Cheryl Knottingham, Keith Kohan, Ken Magee, Theresa Masse, Mark Matson, Kathryn Naugle, and Dean Willard.

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

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

Motion: Dan Adelman made a motion to approve the minutes from the Dec. 7, 2004 CNIC Steering Committee meeting. The motion was seconded by Ben Berry and passed unanimously.

Stage Zero: John Koreski asked for clarification from Dean Willard that the discussion held Dec. 7 relating to changes in the Stage Zero summary was captured in a revised draft. Dean indicated he had incorporated members' comments and planned to review them today.

Senior Project Manager: Mike Freese reported that the selection committee recently met and decided to talk with CIOs from the agencies of the four applicants to specifically inquire as to experience with projects of this magnitude. Ben Berry clarified that this inquiry would also address how much state experience applicants have. If a viable candidate does not emerge from the current process, CIOs will be asked to nominate additional candidates.

Bargaining: Mike Freese reported that the first CNIC bargaining meeting was being held today. The state has submitted an initial response to SEIU's request for information. By the end of December or early January, FTE numbers must be submitted to SEIU by classification and function. A target organization (and org chart) will be produced by the end of the architecture stage (end of Q1).

Bill Crowell asked for clarification on the current budget-cutting exercise. Have CNIC cuts already been removed from the base for participating agencies? If costs transferring to CNIC are still in an agency's budget, the percentage of cuts will be skewed. Mike Freese will take this concern to BAM and come back to the committee with their response.

### **2. Stage Zero – Dean Willard**

Dean Willard reviewed the edits made to the Stage Zero document as requested at the last meeting. Dean asked the committee members for clarification as to the glossary contents. The request was made for IT terms to be defined in a clear way to enable all readers to understand the process and intent of the project. Dean reported that the revised document would be ready for review and approval by the next meeting, Dec. 21, 2004.

There was debate about the list of future opportunities and the best approach to finalize. Agencies are to prioritize the list by Dec. 21.

Dean reviewed the exclusions of what is in scope by agency. The issues of firewalls, security and Web hosting will need to be discussed in more detail at a later time. Dean clarified that each agency will have the decision as to what is needed in the way of security and the data center will have the ability as to how to meet the agency needs. Dean reminded the committee that new technology will be introduced in the infrastructure that will change how security needs may be executed. Agency exclusions as listed in the summary were approved.

John Koreski asked for a clearer explanation for the term architecture. Mike Freese agreed and stated that the PMO will work with Accenture to clean up the wording and clarify the security issues. The revised document will be ready for review and approval at the next committee meeting.

Curt Amo asked who will have responsibility for Secretary of State audit findings after CNIC (findings that are specific to an agency). Mike Freese confirmed that the State Data Center will assume ownership of any issues that the agency was to address that will be addressed by CNIC.

### **3. In Scope FTE – Mike Freese**

The group reviewed the current version of the spreadsheet for data collection and reporting. Curt Amo suggested that a column be added for functional area. It was also decided that the five areas of the architecture stage would be used: Mainframe operator, Network administrator, Server, Storage, and Security.

There was discussion about some of the terms used on the document. Mike Freese will edit to include the title “Job Functions That Will be Consolidated.” CIOs are to begin collecting information immediately. This will be closed on immediately after Stage Zero.

The information will be presented “by agency” (instead of in aggregate form).

### **4. Technical Workgroup Assignments – Mike Freese / Mark Matson**

The list of workgroup assignments that was distributed was reviewed. Mark clarified that some of the names are primary/secondary. The names on the list have all been contacted and CIOs can share the list with their agency staff. Further additions or deletions should be given to Mark right away.

Ben Berry stated that although we wanted to have the Senior Project Manager in place prior to launch of work groups that is probably not feasible. The team leads should be briefed and begin the necessary work. John Koreski concurred.

### **5. Communications Update – Raelynn Henson**

Raelynn Henson gave some background on the “outreach” communications that have occurred in 2004 including: three briefings by the State CIO with local government CIOs, two meetings with software associations, two briefings with agency directors, and various meetings with legislators (in addition to the public hearing and subsequent written summary). The Steering subcommittee recently met and reviewed outreach communications and the overall CNIC communications plan. They made the following recommendations:

- CIOs are asked to occasionally forward listserv messages to all agency IT staff so that new hires, temporaries, etc. will not miss the opportunity to subscribe. The listserv is primarily for communicating with agency staff.
- An addendum to the communications plan should be developed showing at a high level the Audience, Frequency of Communication, and Activity/Tool. Raelynn distributed this.
- Combine various outreaches into a State Data Center Newsletter that can be used quarterly for a variety of audiences. The newsletter could also be passed to the center's director at the appropriate time.

Two other tools are nearing completion: a tri-fold brochure aimed at communicating the benefits of CNIC to local government partners/customers; a topical paper to further educate legislators on CNIC and answer common questions.

Mike Freese and Raelynn will begin participating in bi-weekly meetings with staff representatives from each of the participating agencies. These meetings will be designed to further rumor control efforts and give agency representatives the opportunity to discuss issues and rumors in person rather than strictly through written tools. Bill Crowell requested that the names of the staff representatives be provided to the Steering Committee.

#### **6. Round Table/Rumor Control**

No new rumors were reported.

John Koreski asked that a bargaining update be a standing item for future agendas.

A majority of members will be in town for meetings on Dec. 21 and 28, so those meetings will be held. Members that are not available may send delegates.

**Next Meeting:**           Tuesday, Dec. 21, 2004  
                                  3 to 5 p.m.  
                                  DAS West – Conference Room A

The meeting was adjourned at 5:05 p.m.