

CNIC Steering Committee – Meeting Minutes

Date: January 4, 2005

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

Committee members or delegates present: Dan Adelman, Curt Amo, Ben Berry, Bruce Craig for Herb Riley, Bill Crowell, Mike Freese, Gary Johnson, John Koreski, Stan McClain, Jill Petersen, and Baron Rodriguez.

Others Present: Raelynn Henson, Keith Kohan, Theresa Masse, Mark Matson, Steve Nelson, and Dean Willard.

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

1. Review / Approval of Minutes

Gary Johnson asked for clarification on the peer communications group. Mike Freese indicated the PMO will follow-up to confirm that technical staff from each agency will self-select one representative to sit on this group. Raelynn Henson has received some names already; once all names are submitted, the group will begin meeting.

Stan McClain asked for clarification on launching the security work group. Mark Matson and Theresa Masse outlined the security groups and how they will interact:

- The Information Security Council (ISC) currently has a CNIC coordination subcommittee. The members of this subcommittee will sit on all CNIC technical work groups; they will report to the ISC regarding work group progress, recommendations, etc., serving as the communications liaison between CNIC and the ISC.
- The CNIC security work group (on peer with the four other CNIC technical work groups) will launch in January. Membership of this work group will be a blend of staff identified by CIOs to serve on the work group and existing members of the ISC CNIC subcommittee. In some instances this means the same staff person; for some agencies it means different staff. CIOs are welcome to reallocate staff resources to the various CNIC committees at any time.
- The CNIC security work group will be facilitated by the PMO similar to all CNIC work groups; the charter written by the PMO and adopted by the Steering Committee will be used for the security work group.

ACTION ITEM: After discussion of the formation of work groups and subcommittees, it was decided that the PMO should provide an overview of all groups, their roles, deliverables and timeframes. This was requested for the Jan. 11, 2005 meeting.

Stan McClain moved that the December 21, 2004 meeting minutes be approved as drafted; Jeff Marecic seconded the motion and it passed unanimously.

2. Recruitment Updates – Mike Freese

Due to the unique nature of the CNIC initiative and its broad implications, the senior project manager interview panel has requested a larger pool of candidates. In response, two more names have been submitted. Mike Freese is meeting with the two additional people; if they are interested in pursuing the position, the interview panel will interview them the week of January 10.

Joe Wahl of DAS HRSD has been appointed to serve as the CNIC Data Center Manager recruitment contact. If CIOs have any lists that HRSD might distribute the recruitment announcement to, please forward to Mike Freese or Joe Wahl.

ACTION ITEM: Curt Amo requested that the recruitment strategy approved by the Steering Committee be redistributed.

3. Collective Bargaining Update – Stan McClain

The bargaining “clock” began Dec. 16, 2004 at the first bargaining session. The next session is scheduled for the week of Jan. 10, 2005. The in-scope FTE document is being finalized by CIOs and the PMO and will be provided to the union very soon. Stan indicated that many components of the hiring process can be crafted even though all the detail of staffing will come further into the project. The future staffing model is expected in the second quarter of 2005.

4. In Scope FTE and Assumptions – Mike Freese

Mike Freese thanked all the CIOs for their work and timely responses. An e-copy of the summarized data will be distributed on Jan. 5. CIOs are to validate the data by close of business Jan. 6. The document will be forwarded to the union on Jan. 7.

Mike clarified that non-IT job functions (management and administrative support) were excluded from the report (even if the agency reported that data to the PMO). There was considerable discussion relating to the numbers in the document being estimates only. Mike agreed to affirm this by adding “estimate” prominently. Final numbers will be available later in the project.

Communications surrounding the FTE document were discussed. CIOs are to discuss the data with their own staff (some reported having already done so). Raelynn Henson indicated that if questions about the estimated data arise at the bargaining table, management representatives should affirm that although the Steering Committee has attempted to clarify the data through the assumptions statement, further questions will be responded to once known.

Curt Amo mentioned that the service level management strategy will have an impact on FTE. The staffing model may need to be expanded or contracted according to agency service level needs.

John Koreski clarified that not all fractional FTE functions identified in the document will be eliminated with CNIC. Mike Freese affirmed this; though some agencies have FTE in-scope, some of those will not be affected due to the fractional nature of the function. Mike indicated this was his purpose in using the word “workload” in letter e of the assumptions statement. John also stated that technical staff will be involved in the process of determining the final numbers.

John Koreski asked that the design deliverable be included. Mike Freese said this is contained in another document and he will add it to the assumptions.

ACTION ITEM: Curt Amo requested that a discussion be held in the future regarding managing staff vacancies. Avoiding reduction of position authority is important to avoid unnecessary layoffs. It was suggested that Sue Wilson be invited to a future meeting to lead this discussion.

In a discussion regarding budget, Dan Adelman reminded the group that each CNIC agency has a POP for \$1. Also, funds currently spent for S&S will need to stay in agency budgets to pay for the CNIC assessment.

Jill Peterson asked for clarification on who was working on the rate model for CNIC. Mike Freese indicated there was a formal Finance Committee assigned to this. Ken Hoffman, a specialist in use of federal funds, has been working with the Finance Committee and has had some meetings with ODOT. Mike confirmed that the work of the Finance Committee flows through the Steering Committee before going to the Governing Board.

Ben Berry moved to approve the Estimated In-Scope FTE document and assumptions (with the changes requested today and pending validation of the data); Bill Crowell seconded the motion and it passed unanimously.

5. Launching Work Groups – Mark Matson

The network work group met for the first time today. They reviewed the charter and tasks and deliverables document. The Stage Zero document was also distributed. Brian Sipe, a project manager with background in networks, is the facilitator of the group. The work group will have access to research available through the Burton Group.

Curt Amo asked about the deliverables for this group. Mark said that there are multiple deliverables with varying due dates. He highlighted network's close coordination with the security work group. Security's requirements are accelerated because of the work needing to be accomplished before the end of the biennium. (This was stated in anticipation of approval by the Emergency Board of \$8.6 million for information security COPs.)

Curt Amo opened a discussion related to the Steering Committee staying well informed of the work of the technical groups – especially early on before deliverables are due. Bill Crowell suggested the various project managers attend the Steering Committee meeting on a monthly basis. John Koreski said that the senior project manager could serve the role of keeping the Steering Committee informed. Ben Berry suggested that a separate charter for each group was advisable. (Mike Freese indicated that currently one charter exists for all groups with separate tasks and deliverables.)

Stan McClain asked that discussion of a work group kickoff meeting be reopened at the Jan. 11 meeting.

6. Additional Discussion/Roundtable/Rumor Control

COP Debt Repayment – Mike Freese. Mike introduced this topic stating that the interest for the CNIC COP (for one-time transition costs (backfill etc.)) will need to be repaid. The Steering Committee needs to address this and take the matter before the Governing Board. Mike said the first COP sale is in March; not all funds need to be requested at that time as there are future sales CNIC can participate in as needed. The facility COP is not a concern as it is paid back over 25 years.

Vacated Space. Bill Crowell asked about vacated space and who was handling that process. Mike Freese said that there was a committee through the Facilities Division managing that process in coordination with the PMO.

Quality Assurance RFP. Curt Amo asked for an update on the QA RFP. DAS is submitting a small (not to exceed \$5,000), personal services contract for a QA contractor to conduct a review and analysis of the CNIC project's QA needs. This is designed to provide further information for the scope of a larger open-competitive QA procurement. Carl Wieneke (IRMD Quality

Assurance manager) and Mark Matson have recommended a specific firm for the analysis project.

Contract requirements are being developed in anticipation of release of the larger QA RFP. Nell Klumph (IRMD project manager) will be involved in writing this RFP. Mike anticipates the smaller QA RFP to be released within three weeks. The statement of work already reviewed by the Steering Committee will be used. If CIOs have firms they would like to receive the RFP, submit names to Mike Freese.

Stage Zero Report. Raelynn Henson stated an intention to post the Stage Zero Report; she felt it was important to release the document via the Web site so that all technical staff could be reviewing it prior to release of the In-Scope FTE estimates. Baron Rodriguez moved to post the report immediately; Curt Amo seconded the motion and it passed unanimously.

Rumor. The building project for CNIC will not be used for a data center; it is the state's way of obtaining new office space. Truth: the new building is for the state data center and is being developed with only enough office space as is needed to administrate the center.

The meeting was adjourned at 4:40 p.m.

Next Meeting: Tuesday, January 11, 1 to 2 p.m., Labor & Industries Bldg., Conf. Room F.