

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

Date: January 18, 2005

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Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Dan Christensen, Bill Crowell, Gary Johnson, Stan McClain, Herb Riley, Baron Rodriguez.  
Others present: Cheryl Knottingham, Keith Kohan, Mark Matson and Dean Willard.

Ben Berry brought the meeting to order.

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

Ben Berry reminded members that when there is an item they would like on the agenda, the request and information should be sent to him and also to Raelynn Henson.

Motion: Dan Christensen made a motion to approve the revised minutes from Jan. 4 Steering Committee meeting. Curt Amo seconded and the motion passed unanimously.

Motion: Herb Riley made a motion to approve the minutes from the Jan. 11 Steering Committee meeting. Curt Amo seconded and the motion passed unanimously.

Ben Berry requested that when an action item is identified, the name of the person assigned to complete the item be listed along with an estimated due date.

Sr. Project Manager Recruitment: Ben Berry reported for Mike Freese that negotiations to finalize the selection are continuing; they hope to finalize the process by the end of the week.

### **2. Collective Bargaining**

- Stan McClain reported on the second CNIC bargaining session which occurred last week.

#### SEIU Request for Additional Information

The management team agreed to provide names or position numbers for positions where 100% of the duties performed by the position are being transferred to the data center. All position numbers and names are to be presented as estimates only.

Motion: Stan McClain made the motion to present the names/position numbers of SEIU employees whose duties are 100 percent affected with the understanding that the information is presented as estimates only. Baron Rodriguez seconded and the motion passed unanimously.

### **3. Project Schedule Update**

Dean Willard reported the project team is currently working on a refresh of the project schedule and will have an updated report by the end of next week. Ben Berry asked if the current schedule is accurate listing milestones, deliverables and who is responsible for each task. Dean confirmed that the narrative version of the implementation plan is current. Dean also reported that the project plan will include a list of the Finance, Human Resource and Facilities committees.

### **4. Kickoff Meeting Planning**

Mark Matson presented a draft agenda for the Kickoff Meeting. The members present suggested changes and additions. The edited agenda is to be sent to the committee members for review.

The Kickoff meeting has been scheduled to be held at the Employment Department Auditorium on Thursday, February 3, 2005. The time will be determined after polling committee members. Ben Berry asked for members to sign up for helping to construct their part of the agenda and/or to sign up to present.

**Motion:** Curt Amo made a motion to focus the meeting on the work groups but not exclude others who may wish to attend. Bill Crowell seconded and the motion passed unanimously.

#### **5. Finance Committee Update**

Dean Willard reported the Finance Committee began meeting again on January 6. Ken Hoffman, the cost allocation consultant met with the committee to review regulations and strategies around cost allocations and OMB A-87 compliance. The committee is working on preparing a primer for cost allocation principles and plan on completing it by the end of next week. The committee will meet again with Ken Hoffman the week of January 31.

Dan Adelman asked that someone from the Steering Committee work with the Finance Committee on the issue of COP repayment. Dan Christensen, already a member of the Finance Committee, agreed to represent and report to the Steering Committee.

Stan McClain was nominated to represent the Steering Committee on the Human Resources Committee.

**Motion:** Bill Crowell made a motion for Stan McClain to represent the Steering Committee with the HR Committee. Dan Adelman seconded and the motion passed unanimously.

#### **6. Additional Discussion/Roundtable/Rumor Control**

No rumors were reported.

#### **Action Items:**

- Stan McClain – Clarification on agreement between SEIU / AFSME and bargaining.
- Mike Freese / PMO to send an e-mail to the CIOs requesting the names/positions of 100 percent names/position numbers represented by SEIU.
- Mark Matson – confirm Web site schedule accuracy.
- Dean Willard – Updated project plan, due 2/1. Draft to be sent out no later than 1/28.
- Mike Freese – Data Center Director recruitment update
- PMO – creation of Service Management workgroup to handle operational, governance and non IT issues (excluding finance and HR).

**Next Meeting: Tuesday, Jan. 25, 1 to 3 p.m., Labor & Industries Building, Conference Room E**