

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

Date: January 25, 2005

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Labor & Industries Building, Conference Room E  
1 to 3 p.m.

Committee members or delegate present: Dan Adelman, Ben Berry, Clint Branum, Bill Carpenter, Mike Freese, Gary Johnson, John Koreski, Jim Long, Stan McClain, Kathryn Naugle, Herb Riley, and Baron Rodriguez.

Others present: Raelynn Henson, Keith Kohan, Cheryl Knottingham, Julie Mallord, Mark Matson, and Dean Willard.

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

**Motion:** Stan McClain made the motion to approve the minutes from the January 18 meeting. The motion was seconded and passed unanimously.

Baron Rodriguez requested the action item of QA status update be placed on the agenda as a standing item. The committee members agreed.

Ben Berry introduced Julie Mallord as the CNIC Sr. Project Manager.

### **2. Collective Bargaining**

Stan McClain has taken the committee's request for clarification of bargaining representation for SEIU/AFSCME and expects a response by the end of the week. He will report to the committee at next week's meeting.

### **3. Creation of Service Management Work Group**

Dean Willard presented a handout to explain the purpose of the group, membership and deliverables.

Stan McClain expressed his support stating this will be a key group moving forward in the project as they deal with the ongoing and important issue of service level agreements.

Ben Berry stated this is the opportunity to standardize service level agreements around our infrastructure. Dean Willard agreed that it is important to have team members who understand customer expectations and application levels required by the agencies.

Kathryn Naugle asked what time commitment will be for work group members and if the work will be done during regular work hours. Dean Willard said the expected time is two hours per week plus time for reading materials in preparation for meetings.

**Motion:** Dan Adelman made a motion to create the Service Management Work Group. Herb Riley seconded and the motion passed unanimously.

### **4. Agency Assessments**

Mike Freese took the committee's request for clarification regarding agency assessments to BAM. The response verified that the CNIC cuts should be removed from the base before taking the cuts. This will include all CNIC associated costs that are in scope. Ben Berry asked Mike to request a statement from BAM to this effect.

### **5. Kickoff Meeting**

The committee finalized the agenda and determined who will present and help prepare the agenda item. All presentations are to be submitted to Cheryl Knottingham by Monday, Jan. 31.

### **6. Communications Update**

Raelynn Henson reported on the communications plan for 2005 (Phase II). She highlighted the various audiences for CNIC communications and outlined the frequency and communication tool. She noted that a status report for legislators will be issued soon along with a brochure for agencies to use in communicating with local government partners (or others) regarding CNIC. Raelynn also spoke about the potential to enhance communications amongst technical staff through creation of the Peer Communications group (see next item).

### **7. Chartering Communications Work Groups**

Mike Freese distributed a revised version of the Technical Work Groups charter. Language regarding two communications groups has been added: 1) Peer Communications; and 2) Technical Work Group Cross-communications.

Members discussed concern that all technical staff has the opportunity to participate in selection of a delegate for the Peer Communications group. Raelynn Henson indicated only a few names have been submitted to date.

Ben Berry requested an edit be made to reflect that manager approval is needed if participation takes place during regular working hours.

Motion: John Koreski made the motion to approve the charter of the CNIC Peer Communications Group and the Technical Work Group Cross-communication group. The motions was seconded by Stan McClain and passed unanimously.

### **8. Roundtable/Rumor Control**

Mike Freese reported the House IT Committee is now meeting weekly on Tuesday and Thursdays from 1 to 3 p.m. There will be public testimony on the CNIC project February 1. On February 17 the committee will be taken on a tour of the new CNIC facility.

Mark Matson reported the QA interviews will take place next week, Wednesday though Friday to better understand requirements. They hope to have the final report completed in March. DOJ will get a report in three weeks.

Bill Carpenter requested the members look at an earlier meeting time. It was also suggested a new day as the House IT Committee meets at the same time. The consensus was to take a poll and move the weekly Steering Committee to an earlier time from 1 to 3 p.m. and possibly a new day as well.

All presentations for the Kick off meeting February 3 are to be sent to Raelynn Henson or Cheryl Knottingham by end of business Monday, January 31.

The meeting adjourned at 4:30 p.m.

**Next Meeting:** Tuesday, February 1, 3 to 5 p.m.  
DAS West (Executive Building)  
Conference Room A