

CNIC Steering Committee – Meeting Minutes

Date: February 1, 2005

The CNIC Steering Committee met at DAS West in Conference Room A.

Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Clint Branum, Bill Crowell, Gary Johnson, John Koreski, Jeff Marecic, Stan McClain, Jill Petersen, Herb Riley. Others present: Raelynn Henson, Cheryl Knottingham, Keith Kohan, Julie Mallord, Mark Mattson, Adam Topkis and Dean Willard.

Ben Berry brought the meeting to order.

1. Review / Approval of Minutes

Stan McClain requested a minor change to the Jan. 25, 2005 minutes in item 2 Collective Bargaining: item should read “clarification of bargaining representation for SEIU/AFSCME.”

Motion: Dan Adelman made a motion to approve the revised minutes for the Jan. 25, 2005 Steering Committee meeting. Jeff Marecic seconded and the motion passed unanimously.

Pending action items:

Action: Include an update for QA as a standing agenda item.

2. Collective Bargaining Update

Curt Amo reminded the members that a reply to the letter from Mike Freese requesting information on the employees represented by SEIU whose functions are 100% in scope is due by Friday, February 4.

Stan McClain reported that two bargaining sessions are planned for this month.

3. Prepare for Kickoff Meeting

Ben Berry lead the members through the slide presentation draft for the Kickoff scheduled for Feb. 3, 2005. Changes were suggested, approved and are to be finalized by Feb. 2, 2005.

4. Additional Discussion/Roundtable/Rumor Control

Future agenda items – 1) Criteria for Success (Julie Mallord); 2) Criteria needed to make decisions on recommendations from work groups.

Action: Cease use of term PMO; begin using CNIC Project Office.

Meeting Frequency: Bill Crowell asked the members to consider meeting on a less frequent schedule since we now have the Sr. Project Manager on board. After discussion the members concluded it is best to keep the Steering Committee meetings on a weekly basis until the Data Center Director is on board and the QA contractor is in place.

Quality Assurance: Mark Matson reported that interviews for the first phase of the QA contract will be held next week. The initial contract is for writing a review and to recommend changes to

the statement of work for the full RFP. The contractor's report will be complete within two weeks after which DOJ will review and then the RFP will be let.

Stan McClain and several other members expressed their appreciation to Ben Berry for his leadership and extensive amount of time and effort directed to the Kickoff Meeting.

Julie Mallord reported she has met with the project managers and leads of the work groups. Her goal is to continue to meet with agency staff at different levels to gain a clear awareness of where the work groups are coming from.

Next Meeting: Monday, February 7, 2005 (Note new day and time)
DAS West, Conference Room A
1 to 3 p.m.