

CNIC Steering Committee – Meeting Minutes

Date: February 14, 2005

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

Committee members or designee present: Curt Amo, Ben Berry, Clint Branum, Dan Christensen, Bill Crowell, Mike Freese, Gary Johnson, Jeff Marecic, Stan McClain, Dorothy Oliver, Jill Petersen, Herb Riley and Baron Rodriguez.

Others present: Kari Ensminger, Raelynn Henson, Cheryl Knottingham, Keith Kohan, Jerry Korson, Julie Mallord, Theresa Masse, Mark Matson, Cathy Schuh, and Dean Willard.

Ben Berry brought the meeting to order.

1. Review / Approval of Minutes

Motion: Stan McClain made a motion to approve the minutes from the February 7 meeting. Dan Christensen seconded and the motion passed unanimously.

2. Collective Bargaining Update

Curt Amo introduced Cathy Schuh and Jerry Korson who are on the bargaining team. Cathy Schuh presented a draft of the management counterproposal that had been presented to the union on February 10, 2005.

Cathy outlined the proposal and answered questions from the members. There was a consensus among the group that training for specific technology(s) not currently deployed within the CNIC agencies would be provided by the data center once SDC positions were filled.

Motion: Curt Amo made the motion to instruct the Technical Architecture work group to develop a list of generic skill sets to be included in the position description. Baron Rodriguez seconded and the motion passed unanimously.

Action: As a future agenda item the committee will discuss how the agencies handle FTE when positions are eliminated.

3. Role of Finance Committee

Mike Freese explained the request to re-charter. The Finance Committee's role has changed from the original charter (validation of the preliminary business case) to that of working on a charge back model. Bill Fink has expressed concern and would like the committee to draft a re-charter that is more in line with the actual work the committee is doing.

Action: Ask the Chair of the Finance Committee to attend a future Steering Committee meeting.

Curt Amo expressed concern at reporting new numbers to the legislature and suggested focusing on the future opportunities CNIC enables as being the true value of the project.

Mike Freese explained that it is crucial to highlight the savings because the main reason for the project was to produce savings as we maintain service.

Action: The Project Office will produce a draft Finance Committee charter.

Mike Freese also addressed the issue of having internal audit participation and reported that George Dunford suggests the members charter an Internal Controls Committee out of the Steering Committee. This small group would report to the Project Office in the same manner of other work groups. The charter would clearly define that the group will help with the project only.

Action: Project Office will draft a charter for the Internal Control Committee.

4. Service Management Group

Dean reports the Project Office has received six suggested names for this work group.

Action: The agencies who have not responded with staff names for the Service Management Group will send them to Dean by Feb.18.

5. Project Manager's Report

Julie Mallord reported she met with the ISC and addressed the issues they raised. Ben Berry expressed the importance that the Steering Committee always hear about concerns and keep the channel of communication open. The members expressed their full support and agreement.

Julie Mallord also reported that the Quality Assurance RFP was currently being reviewed by the Department of Justice. Stan McClain suggested the Governing Board would be interested in the results. The work Pat Fallon is doing (independent third party assessment to inform the final QA RFP) will be incorporated into the project management plan. Mr. Fallon's draft is due to be completed by Feb. 16.

Action: Have Pat Fallon attend the next committee meeting to present the Quality Assurance review.

6. Public Management Association/STEPS Training Idea

Stan McClain suggested that to better help staff prepare for the changes ahead, the Steering Committee work with STEPS to prepare training opportunities. Stan also reported that STEPS is ready to work with the Steering Committee.

Ben Berry asked that the committee receive an outline for review.

Julie Mallord stated this to be a great idea and agreed to take the lead.

Action: Julie Mallord will come back with scope analysis as an agenda item at the next Steering Committee meeting.

7. Steering Committee Charter

Due to lack of time, this item was tabled.

8. Additional Discussion/Roundtable/Rumor Control

Baron Rodriquez stated his concern that the Steering Committee find out federal requirements needed at the new center, to find the highest common denominator and use that to drive agency

specific requirements. Bill Crowell suggested the committee be proactive and take the information to the CIO Council for direction.

Julie Mallord reports that some of the work groups are too large and are therefore not as effective as they should be. Ben Berry asked for the Project Office to give the committee a recommendation as to preferred size of work groups. Julie would like the groups to consist of six to eight experts. Curt Amo asked the committee to give Julie and the Project Office the authority to determine the size for the work groups and support her decision; the members agreed.

Action: Ben Berry asked the members to let Julie know the work groups they are interested in and those they are willing to back out of in order to facilitate the change in numbers. The members are to e-mail their choices to Julie within the next week.

Next Meeting: Monday, February 28, 2005
1 to 3 p.m.
DAS West – Conference Room B