

CNIC Steering Committee – Meeting Minutes

Date: March 21, 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, Dan Christensen, Bill Crowell, Mike Freese, Stan McClain, Jill Peterson, Herb Riley, Baron Rodriguez and David Yandell.

Others present: Kari Ensminger, Sarah Gates, Raelynn Henson, Gary Johnson, Margaret Kane, Cheryl Knottingham, Keith Kohan, Julie Mallord, Theresa Masse, Mark Matson and Adam Topkis.

1. Review / Approval of Minutes

Motion: Curt Amo made the motion to approve the minutes from the March 7 Steering Committee meeting. Dan Adelman seconded and the motion passed unanimously.

QA Update: This standing action item has been incorporated into the Project Office Status Report.

Data Center Director Recruitment Update: The members expressed concern that the process of hiring the data center director is expedited in every possible way to allow the director to be on the job as soon as possible

Action: Request Mike Freese brings back to the March 28 meeting a recruitment update and suggestions on how to ensure a streamlined timeline.

2. Service Management – Scope of Work and Work Plan

Steve Schafer presented the new charter document outlining the three major areas the work group will focus on: Services, Processes and Organization. Gerald Duncan explained the Service Management Work Group Roadmap document and reviewed the date for deliverables.

The discussion that followed clarified several concerns.

- Producing an organization chart refers to a high-level functional org chart that relates to the organizational structure needed to support the identified processes of the center.

- The SM work group will work closely with all other CNIC work groups through regular Project Office interfaces.
- Other states that have completed IT consolidation will be contacted for best practices to use as a guide.

3. Pennsylvania Consolidation Perspective

Stan McClain, Bill Crowell and Mark Matson recently attended a conference at which one of the speakers was the former CIO of Pennsylvania, Charlie Gerhard's. Key points brought back from this informative meeting included:

- Successful consolidation projects are 70 percent "people" and only 30 percent "IT."
- It is important to view IT as an investment and not as a cost.
- Gartner was a tremendous help in determining performance measures.

Action: Mark Matson will distribute conference presentation materials to the Steering Committee.

The Project Office verified that a request has been made for Rick Webb of Accenture to provide best practices from other states.

Baron Rodriguez reported that in researching consolidation efforts in other states the difference in governance models is varied and shows different levels of success. He suggested caution in comparisons to Oregon (especially in any Legislative context), stating that the best comparisons would be "apples to apples."

4. Communication Review

Raelynn Henson reported on items from the Peer Communications Group and noted that the group has launched successfully.

- A portal through GovNet (state intranet) is being created so that state employees seeking information on CNIC will have a central gateway to project info.
 - The Portal will include links to both the public Web site and to the collaborative workspace known as QuickPlace.
- Peer Comms is requesting that agencies develop agency-specific CNIC information in

an intranet format, and provide that link to the Project Office for inclusion in the Portal.

- A high-level monthly summary of work group activities will be developed by Peer Comms so that agency staff can review a brief document in lieu of reading multiple sets of work group meeting minutes.

As requested by Steering Committee in January, Julie Mallord has reviewed the project communications plan and activities with Raelynn. Julie's one suggestion is that CIOs hold (at a minimum) a monthly session with IT staff to share CNIC information and listen to their concerns.

Raelynn distributed a draft response to the latest set of CNIC rumors.

5. CNIC Status Report

Julie Mallord presented a Project Report: CNIC Stage One – Status. Changes previously requested have been incorporated in the current document. Several actions resulted in the discussion that followed.

Action: Sarah Gates will provide an update on the timing for COP debt repayment.

Action: Service Management Work Group will recommend who will be responsible for the installation and maintenance of cabling at remote sites.

Action: The committee members requested if possible, the Architecture Recommendation/Approval meetings be rescheduled to 7 to 9 a.m. Cheryl Knottingham will distribute new dates and times.

6. Governing Board/Steering Committee Talking Points

Julie Mallord distributed draft talking points for CIOs and agency directors to address CNIC project ownership and change resistance. This was requested by the Governing Board on March 14.

Action: Steering Committee members are to review the talking points and return feedback to the Project Office by the end of the week. This will be reviewed at the next meeting on March 28.

Round Table:

There was discussion about a new rumor circulating that agencies can opt out of CNIC. Members individually voiced support for the project and took the opportunity to share areas of concern that the Steering Committee watch carefully.

Curt Amo suggested the committee consider asking the Project Office and Raelynn Henson to collaborate on ways to market the success of CNIC. He said that many of the consolidation projects across the nation have not followed the collaborative model of CNIC. He feels the Oregon model has much to offer other states/entities considering consolidation.

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