

CNIC Steering Committee – Meeting Minutes

Date: April 11, 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, Mike Freese, Al Grapoli, Gary Johnson, Stan McClain, Jill Peterson, Herb Riley, and Baron Rodriguez.

Others present: Sarah Gates, Raelynn Henson, Cathy Hoffman, Margaret Kane, Cheryl Knottingham, Keith Kohan, Julie Mallord, Theresa Masse, and Joe Wahl.

1. Review / Approval of Minutes

Stan McClain requested clarification on whether the committee had come to a conclusion regarding project scope. Ben Berry stated it was the discussion on DBA that brought the issue to the forefront. The members agreed to table the discussion until Mike Freese presents the draft he is working on to establish a process for addressing shared services (the future model).

Julie Mallord stated it is crucial to provide clarity on certain scope issues to work groups as they make their final architecture and design recommendations.

Motion: Stan McClain made the motion to approve the minutes from the April 4 Steering Committee meeting. Curt Amo seconded and the motion passed unanimously.

Action Items

Julie Mallord, Stan McClain and John Koreski attended the Whitehouse group meeting last week. Julie reported the group expressed the desire to be a functioning formal group. They will develop a draft charter and a summary of the work they have done for Steering Committee review, however, they are reluctant to establish deliverables.

Several important points were noted in order to establish this as a formal work group:

- There must be a need for the work group.
- The charter must be approved by the Steering Committee.

- Deliverables are mandatory and must be vetted by the Steering Committee.
- Membership with better representation from the agencies is preferred.

Motion: Stan McClain made a motion to review the Whitehouse group's charter by the end of the month to determine if they would be a formal group. The motion was seconded; it carried (5 - yes, 3 - no).

The Project Office has several volunteers for phase one of the data center director interview panel. Mike reported he is still looking for more participants. The interview schedule will be sent out to the CIOs this week.

The management layer of the organization chart for the state data center is near completion.

2. Dept. of Revenue Request for Backfill

The Department of Revenue's request for backfill funding has been reviewed by the Project Office and Julie Mallord reports the requirements have been met.

Motion: The motion was made by Dan Adelman to approve the Dept. of Revenue request for backfill funding and seconded by Herb Riley. The motion passed unanimously.

3. CNIC Budget Update

Sarah Gates reported that the preliminary cash flow needs are being reviewed and that non-COP expenditures are being identified. Tanya Crane and Peter Lundberg are assisting on fiscal issues and she notified the Steering Committee they might receive e-mails from them.

The first six months of the biennium will be a challenge due to the fact that there will not be any agencies in the data center at that time. A strategy will be needed to cover costs during that time. Sarah asked the members to remember that although staff will be hired for the center at the same time, they will remain on agency payroll until they are phased into the center according to the lift schedule.

4. Agenda for All Hands Meeting May 5

Raelynn Henson distributed a draft agenda and asked the committee to provide feedback. The Project Office will draft the presentation. Bill Crowell is the CIO serving as point for this event.

Ben Berry encouraged everyone to put the May 5 date on his or her calendars.

5. Project Status

Julie Mallord presented a project status report for the January through April time period. Julie highlighted milestones, new and resolved problems and accomplishments since the last status report, and encouraged the members to review the document in full.

Keith Kohan explained that Tier 3 level certification indicates the level of up time. The datacenter is built on an N+1 concept. Under this concept, if it takes N number of generators or UPS or chillers or pipes or valves, etc. to operate the support system then there must be one more to replace the primary. The removal of any single component for maintenance will have no effect on the uptime of the datacenter.

Architecture recommendation meetings begin this week. The committee discussed the timing and process for approving the recommendations.

Action: Questions that surface during the meetings are to be addressed and responses sent to the members prior to the next Steering Committee meeting. The recommendations will be formally vetted through the Steering Committee at the next regularly scheduled meeting.

Action: Architecture recommendations approval will be added as an agenda item on the next two Steering Committee meetings.

6. Data Center Director Leadership Survey

Joe Wahl and Ben Berry distributed a survey describing the qualities of a leader. The members were asked to rate the qualities with an importance level of high, medium or low.

Action: Joe Wahl will tabulate the results and report back to the committee on April 18.

7. Round Table/ Additional Discussion/ Rumor Control

Stan McClain reported the IRS would be auditing several agencies in August or September. Stan will send the IRS safeguard and security information to the other affected agencies.

The issue of decision-making was addressed with regard to the earlier motion made on the Whitehouse group. It was asked if the motion should have been declared failed. There were more yes votes but there was not consensus.

Action: The Steering Committee will readdress its decision model.

Stan McClain invited everyone to Conference Room A at noon on April 18 to hear his Nepal presentation. Bring your own lunch.

There was concern expressed regarding approving architecture recommendations without more information on the monetary aspect. How can the committee be confident the recommendations are in line with the parameters of the business case? Architecture recommendations set a goal to help guide the next stage, Design. Aggregate cost will be determined during the design and implementation stages of CNIC.

Mike Freese reported the House IMT Committee has requested a presentation on the updated business case. That request will be honored, but it will be strongly emphasized that the budget process will be what ultimately verifies the business case for CNIC. The updated business case will be presented to the Steering Committee before being forwarded to the House IMT Committee. Members will be notified when CNIC is placed on the IMT agenda.

Raelynn Henson gave a brief report on the All Hands tour of the construction site scheduled for April 27. She noted the invitation is for IT staff and managers of the CNIC agencies. The information will be sent out via the listserv. Tours will be conducted in small groups throughout the day. If members want to tour the site at a different time, they should contact Keith Kohan to discuss an independent tour. Other group tours will be offered as we move forward.

Next Meeting: Monday, April 18, 2005
DAS West – Conference Room A
1 to 3 p.m.