



## **CNIC Steering Committee – Meeting Minutes - Date: May 9, 2005**

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

Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Bill Carpenter, Al Grapoli, John Koreski, Baron Rodriguez, Stan McClain, Jill Petersen, Herb Riley and Gary Johnson.  
Others present: Kari Ensminger, Sarah Gates, Raelynn Henson, Keith Kohan, Peter Lundberg, Julie Mallord, Dean Willard, Denise Teixeira and Sarah Waylett.

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

Curt Amo began the meeting for Ben Berry. Last week's action items were reviewed. Claudia Light and Julie Mallord will present on change management next week.

Motion: Stan McClain moved to approve the May 2 minutes after striking the client versus customer definition paragraph from the Change Management section. Curt then requested having Claudia research the proper language. Dan Adelman seconded. The motion passed unanimously.

### **2. All Hands Meeting De-Brief**

Julie has received a lot of positive feedback from this meeting. The only negative comment was that the CIO's were not formally introduced. Raelynn Henson noted that it had been intended but missed. John Koreski's staff has some interest in hearing more about expectations for the lift and drop as well as what comes after it. Dean Willard clarified that the implementation strategy is part of the detailed design stage. Everyone agreed that the tone of the meeting was much more positive than any past meetings. The next all-hands meeting is tentatively scheduled for early August.

### **3. Changes in CNIC Management**

Don Fleming is not able to attend today's meeting. He will present on this topic next Monday, May 16.

Action: Any members with questions on Mike Freese's resignation should send them to Don before May 16.

### **4. Corrections Backfill Request**

John Koreski distributed a backfill request for Corrections. It has been approved by the Project office and is being brought to the committee today for final approval. With the number of current requests and anticipated requests for information, Corrections is looking for one additional staff person for 16 weeks. Julie stated that the Project Office has reviewed this request and recommends approval. Curt reminded everyone of the process for approving backfill requests.

Motion: Dan Adelman moved to approve Corrections' backfill request. Herb Riley seconded. Stan suggested that there may be a way to share these resources between agencies with common needs. The discussion of sharing resources will be pursued offline between applicable agencies. The motion passed unanimously.

### **5. Transition Resources**

Curt changed the topic of this agenda item. He wanted to discuss staffing reductions and agency contributions to these numbers. Sarah Gates clarified that this discussion is about the number of job functions in scope (or "affected") within each agency. Some of the CIO's had concerns that the process or methodology for calculating the number of affected positions was changing. Sarah and Dean clarified that the methodology is not changing and that the scope is not changing but that these numbers need to make sense so that any questions posed by the legislature can be answered. Agency budgets are not at all related to this issue. This is about being very accurate in understanding the affected positions that are already defined in the scope. The goal is to be able to answer all questions the legislature might have around the differences in percentages from one agency to another. There are



some agencies for which the number of in-scope job functions did not change although the scope was expanded through the Stage Zero process. There are agencies with similar overall staffing levels that have significantly different percentages of functions in scope.

Individual meetings with three agencies will be conducted this week to resolve these issues.

Action: Julie will amend the project plan to include Baron's suggestion that any policy or scope level issues should be brought to the Steering Committee. However, agency specific budget items should go directly to the agency with the understanding that CIO's have the right to decide if requests or discussions need to be escalated to the Steering Committee. Julie will have Baron and Herb review the change and will then present the change to the committee.

## **6. CNIC budget update**

The budget team is in the process of refining the details of the preliminary budget. It will be presented to the Steering Committee for review Monday, May 16 and to the Governing Board on Monday, May 23. Individual agencies will be addressed in addition to an operating budget for the state data center (SDC). These are the two items that this committee will be asked to review. This is not going to be a final product and it will continue to change in the coming months.

## **7. Value of Agency Surplus Assets Decision**

Sarah requested that this decision be put off until next week noting that much more information will become available in the coming week.

## **8. Agenda for May 16 CNIC Governing Board Meeting**

Laurie Warner requested that this meeting not happen until the preliminary budget could be reviewed by the Steering Committee. This meeting will, therefore, be moved to May 23.

## **9. Internal Controls Group Discussion/Charter**

The Internal Controls Group refers to a small audit group that includes Margaret McDowell (DAS), an auditor from Judicial and an auditor from Corrections. Julie distributed a charter for the group. She noted that this document reflects the intent of the group and went on to review it with the committee. There was discussion about whether this charter was discussed and approved by the committee; none of the members could remember approving it. Clarity was requested on how this fits with QA.

The Quality Management plan will include this audit information without duplicating work. The QA vendor will be asked to present the Quality Management plan to the Steering Committee. The statement of work for the QA vendor has already been written. The intent of this discussion was to fulfill an action item by bringing this charter back to the committee for review. Julie said that the audit group has already joined some of the technical work groups and begun some of this work. Curt suggested that it would be helpful to see the Quality Management plan before approving this piece of work. The committee agreed. In the meantime, the work that is currently being done should continue.

Action: Pearl Bare will present the draft quality management plan to the committee on May 16.

## **10. Additional Discussion/Roundtable/Rumor Control**

An assessment survey went out to all CIO's from Claudia Light. She is asking to have this information back as soon as possible with the hope that she may present her findings to this committee next week.

John Koreski is still hearing a lot about the design of the SDC floor height and wanted to know if there is some information somewhere that may be helpful in answering these questions/concerns. Keith noted that getting Tier III certification was a very long process (beginning in Sept. 2004) with volumes of calculations and that these are not easy questions to answer.



Action: Keith Kohan will investigate the cost of having leadership from the design/build team come in to have a Tier III certification discussion with interested parties with a specific focus on floor height.

Action: Ben Berry will investigate whether or not "SDC Director Recruitment Update" is on the agenda for next week and will ask Mike Freese if he would like to do a presentation on the process.

Action: Raelynn Henson is going to clarify the interviewing schedule; she believes the committee is scheduled to interview SDC director candidates next week.

Julie has been meeting with the Security Work Group. They want authorization to seek and share information between the technical work groups.

Action: Dean will provide a written proposal on the topic of internal information sharing for the Steering Committee to review and approve.

Meeting adjourned: 2:50 p.m.

**Next Meeting:** Monday, May 16, 2005  
DAS West – Conference Room A  
1 to 3 p.m.

\*Correction to Item 9, first sentence: The Internal Controls Group refers to a small audit group that includes Margaret Kane McDowell (DAS), an auditor from Revenue Judicial and an auditor from Corrections.