



CNIC Steering Committee – Meeting Minutes - Date: May 16, 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, Dan Christensen, Bill Crowell, Don Fleming, John Koreski, Baron Rodriquez, Stan McClain, Jill Petersen, Herb Riley and Gary Johnson.

Others present: Kari Ensminger, Sarah Gates, Raelynn Henson, Keith Kohan, Theresa Masse, Dean Willard, Pat Middleburg, Tanya Crane, Kenny Harrison, Denise Teixeira and Sarah Waylett.

1. Review / Approval of Minutes

John Koreski asked that on item 9, page 2, “Auditor from Judicial” be replaced with “Auditor from Corrections.”

Motion: Stan McClain moved to approve the May 9 minutes as corrected. Bill Carpenter seconded. The motion passed unanimously.

Action items were reviewed. Baron Rodriquez and Herb Riley will move their action item to next week.

2. All Hands Meeting Q&A Recap Approval

This document was distributed to members for review on Friday, May 13. Raelynn Henson asked for corrections to be e-mailed to her. Curt Amo requested that Sue Wilson be asked to review the document.

Action: Any updates to the Q&A Recap document should be sent to Raelynn by close of business, Tuesday, May 17.

3. Draft Quality Management Plan Review

Pearl Bare distributed a document summarizing the status of the Quality Management Plan. Curt Amo gave Pearl a recap of last week’s Internal Controls discussion so that she could be aware of the main reason for this requested update. Pearl reviewed the

document with the committee. The Internal Controls group is focusing primarily on the facility and agency readiness. Julie Mallord of the Project Office (PO) will be the manager and everything will be vetted via the Steering Committee. The expectations of the Internal Controls group cannot be finalized until the quality management vendor is in place. The Quality Management Plan is still in draft form and will be brought back to this committee for approval once complete. Deliverables will not be addressed until that time.

Motion: Stan McClain moved to approve the Internal Controls group charter as presented noting that it must continue to align with the Quality Management Plan. Bill Crowell seconded. The motion passed unanimously.

4. Project Status

All work groups are on schedule. Claudia Light would like to attend the May 23 meeting to present the Change Management Work Group proposal.

Action: Julie Mallord will send her project status report to the Steering Committee via e-mail.

5. Workgroup Change Recommendations

Pat Middleburg presented in Julie Mallord’s absence. Pat proposed the concept of a Logistics Work Group with 12 members; one PO project manager, one Accenture tech lead, three server team members, one security team member, one storage team member, one network team member, one mainframe team member and three applications members. To start with, the applications members would be from the big three agencies. Once the big three move to the data center, applications staff from the other nine agencies would have opportunity to participate. It was noted that this one suggested change does not encompass all possible work group changes as the project moves into detailed design.

Action: Julie Mallord will bring a proposed charter for the Logistics Work Group back to the Steering Committee for review.

6. CNIC Business Case Update



Sarah Gates distributed a revised version of the original, June business case. This is a draft of what Mike Freese will be presenting to the legislature. Curt suggested that a project update might be an important aspect to include in this presentation. Sarah confirmed that Mike will address more than just this document in his presentation but noted that this document represents the requested deliverable.

Action: Sarah will send the business case presentation and updated information on the budget analysis of the business case to the committee via e-mail.

There was discussion and clarification around the budget process and the business case re-evaluation process.

It was recommended that the Governing Board meeting for May 23 be canceled with the condition that a special session be called the week of May 30 should it become necessary.

7. CNIC budget update

The budget that will be presented in June/July will be a fully rationalized budget. Sarah Gates emphasized the importance of understanding that the 05-07 budget will not reflect savings as this is considered a transitional biennia. The 07-09 biennia will reflect the first savings associated with the data center consolidation. This is consistent with the messages delivered to the legislature over the last few months.

It was noted that revenue and expenditure number assumptions being used in the budget development process are very conservative. A final budget cannot be decided until the detailed design phase is done. This topic will be on the agenda for next week.

Action: The CIO's should make sure that Tanya Crane (of DAS) receives a copy of all budget information sent to Sarah Gates or Peter Lundberg.

8. Value of Agency Surplus Assets Decision

Sarah has an appointment with the Department of Justice to discuss these issues. At this time, there is not enough information for any decisions to be made.

9. DAS IRMD Management Involvement with CNIC

Don Fleming will be taking Mike Freese's place as executive sponsor of CNIC and Sarah Gates is taking on more responsibility.

The governor recently sent a letter to the IMT Committee restating his continued support for the CNIC project.

10. 24" raised floor and Preaction water fire suppression system Issue Response Update

There was discussion about the most appropriate way to provide information to the few staff asking questions about the height of the raised floor and the fire suppression system. Keith Kohan suggested that having a Q&A session or publishing a Q&A on the topic might be sufficient to clarify concerns. The Uptime Institute has noted that the 24" floor is acceptable because of the wall design. The sprinkler system in place is quite common in the industry. Several members noted that once this is addressed it should be stated it has become a closed issue.

Action: Keith Kohan will put together a one page Q&A to address the questions at hand and Raelynn will post to the Web site and distribute via the listserv.

11. Additional Discussion/Roundtable/Rumor Control

The SDC Director interviews are coming up and the CIO's should all have a packet of resumes, background, etc.

Dan Adelman asked about the handling of software going to the SDC. It was noted that there will be a functional ownership perspective and an administrative ownership perspective to consider. This is currently being addressed in the detailed design phase. DOJ is involved in the creation of a process for consolidation.

Stan McClain shared that Claudia Light recently held a meeting for those interested in the change management process. The turn out was very high with many participants sharing strong personal



feelings. The makeup of the change management work group still needs to be decided. Stan wants the CIO's to be aware that the purpose of the change management effort is to provide guidance and training and remind Steering Committee members of their obligation toward this effort. Claudia will be returning to Steering Committee with her proposal for moving forward.

Curt Amo would like to see the following added to the committee's list of future agenda items: "lessons learned" from each stage of the project; and discussions about "future opportunities" (potential enterprise projects).

Action: Lessons learned and future opportunities will be added to the list of pending action items for future discussion. The PO will decide appropriate timing for these discussions.

Meeting adjourned: 2:47 p.m.

Next Meeting: Monday, May 23, 2005
DAS West – Conference Room A
1 to 3 p.m.