



CNIC Steering Committee – Meeting Minutes - Date: May 23, 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, Bill Crowell, Mike Freese, Baron Rodriguez, Stan McClain, Jill Petersen, Herb Riley and Gary Johnson.

Others present: Julie Mallord, Sarah Gates, Raelynn Henson, Bill Fink, Margaret McDowell, Claudia Light, Keith Kohan, Dean Willard, Pat Middelburg, Tanya Crane, Denise Teixeira and Cheryl Knottingham.

1. Review / Approval of Minutes

Stan McClain requested his statement in the round table sections be amended for clarity and the members approved the changes.

Curt Amo asked that his round table statement be restated to indicate that he would like to see a “lessons learned” exercise at the end of each stage. The members also agreed to include “future opportunities” as pending action items which can be changed by the members as the project progresses. The PO will decide when each item needs to be discussed and it will then be added as an agenda item.

Dean Willard noted a correction was needed on page one, item five stating the action item was assigned to Julie Mallord.

Motion: Stan McClain moved to approve the May 16 minutes as corrected. Bill Crowell seconded and the motion passed unanimously.

Action items were reviewed.

Julie Mallord will e-mail the project status report to the Steering Committee by May 30.

Julie presented the draft charter for the Logistics Work Group for the committee’s review.

Motion: Bill Crowell made the motion to approve the Logistics Work Group charter with changes. Dan

Adelman seconded and the motion passed unanimously.

Dean Willard presented an Information Sharing document for review. The members asked that it be sent to them and be placed on the agenda for the June 6 meeting for discussion.

2. Individual and Organizational Change Management – Next Steps

Claudia Light summarized her presentation for Individual and Organizational Change Management: Next Steps for delivering change management in the CNIC project. Claudia asked for funds to provide training and to charter and select a group of 5 to 8 team members.

After a thorough discussion, the members asked that a charter be drafted before team members are chosen.

Action: Claudia Light, Julie Mallord, Stan McClain and Bill Crowell will draft a charter for the Change Management team to be placed on the June 6 agenda.

3. CNIC Budget Update

Sarah Gates reported she continues to work on identifying specific amounts spent each biennium as revenue is under reported. Sarah will contact the CIOs individually before presenting the report to the Steering Committee as an agenda item on June 6.

Action: Sarah Gates will report on the amount of time an agency will have when staff are returned to the agency and the disposition process starts.

4. CNIC Business Case update

Mike Freese presented a summary of the business case for review. The members requested a detailed summary on the changes that have taken place since the original business case. Dean Willard reported that the PO will be completing this detailed presentation and would send it to the members before weeks end.



Action: This report on the business case will be reviewed at the next Steering Committee meeting on June 6.

The members that it would be desirable to have several members attend the House IMT Committee meeting on May 26th to show agency support when Mike testifies.

Action: The House IMT date will be sent to the Steering Committee members.

Additional Discussion/ Roundtable/ Rumor Control

Curt Amo asked what the status is for the QA contract. Julie Mallord reported it is now at DOJ waiting for signature.

The members were urged to meet at 8 a.m. on Thursday, May 26 to allow time for discussion before the first State Data Center Director candidate began their presentation.

Next Meeting: Monday, June 6, 2005
DAS West – Conference Room A
1 to 3 p.m.