



CNIC Steering Committee – Meeting Minutes - Date: June 6, 2005

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

Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Jim Long, John Koreski, Baron Rodriquez, Stan McClain, Jill Petersen, Herb Riley and David Yandell.

Others present: Kari Ensminger, Julie Mallord, Sarah Gates, Raelynn Henson, Dean Willard, Pat Middleburg, Steve Schafer, Gerald Duncan, Adam Topkis, Joe Wahl, Barry Nathan and Rick Nelson.

1. Review/Approval of Minutes, Action Items, Standing Items

May 23, 2005 minutes corrections:

Item 1: Julie understood that she would e-mail the project status report to the Steering Committee members, not that she would present the status report at the next meeting. The committee agreed and noted that they had all received her e-mail.
Item 3: "Layoff process" should be changed to "disposition process."

Motion: Stan McClain moved to approve the May 23 minutes as corrected. Dan Adelman seconded and the motion passed unanimously.

Action items were reviewed:

Item 2: The Individual and Organizational Change Management work group charter is on the agenda for review today. Item 3: Sarah Gates is on the agenda today for a business case review. Item 4: This is on the agenda for today. Item 5: Done.

2. Individual and Organizational Change Management Work Group Draft Charter Review

Julie Mallord presented the charter in Claudia Light's absence. The work group charter has been created by Claudia, Stan and Julie. This work group will not be responsible for enforcing change. It is thought that once this charter has been lived out, the group will readdress the committee to discuss a revised charter. Stan wanted to be sure that there is a defined handoff between this work group and the

State Data Center (SDC). Julie asked for the approval of this charter and of the proposed membership. She clarified that once a work group charter is approved, the group creates a work group plan which gets rolled into Julie's project status report that comes back to the Steering Committee. The work group then provides weekly status reports to the Project Office (PO).

Motion: Curt Amo moved to approve the charter with the understanding that once approved, this group will follow the standard work group process. Stan McClain seconded. The motion passed unanimously.

3. House IMT meetings on the CNIC Business Case

Sarah Gates first wanted to discuss the recent House IMT meetings with the committee. She will set up a meeting with each agency's budget contact to discuss the proposed budget for the SDC in more detail. Last Friday, Sarah met with BAM and LFO. She explained that in the first IMT meeting, the legislators wanted to see specific budget numbers which were not yet available. The CNIC leadership was then asked to produce all documentation on the CNIC project to date. This was done. In the next IMT meeting, there were more budget inquiries. Don Fleming and Laurie Warner are now discussing the budget with select legislators individually.

The budget that will be going to Ways and Means was distributed to and reviewed with the committee. This final budget becomes the new business case.

There was discussion about collecting the amount of staff and CIO time that has been spent on CNIC to date. Julie indicated she has some of this information but not all.

Action 1: Julie will send an e-mail to the CIO's requesting the necessary information to make an estimation of the staff time spent/money spent on CNIC thus far.

The figure for "Transition Staffing" includes all of the SDC staff costs from the first lift through June 30, 2006. There are two components to the SDC budget: An SDC operational budget and the agency



services budgets. There will be multiple opportunities for some of these numbers to change as the technical work groups get through the detailed design stage. The consolidated schedule is a draft. John Koreski noted that dates in this document do not match a previous presentation.

Action 2: Sarah Gates will correct the dates.

The current staffing estimates cover only current initiatives and do not account for any other initiatives that may come up in the future (including consolidating the compute load of other state agencies into the SDC). Ben Berry asked if assumptions can be accounted for in this document to better clarify the flexibility of these numbers as time goes on. For these estimates to remain true in the future, it is assumed that:

1. The SDC does not take on any additional projects
2. Some consolidation of hardware platforms will happen.

Action 3: Sarah Gates will add a note to this presentation stating that the staffing numbers include assumptions as stated above.

Sarah emphasized that Enterprise Business Continuity Planning and Cyber Security are separate initiatives with the exception of security services currently offered by agencies. All security enhancement work is not in scope for CNIC.

Action 4: Sarah will e-mail the revised budget document to the Steering Committee after input is received from agency budget contacts who meet late this week.

A side discussion not noted on the agenda:

Joe Wahl updated the Steering Committee on the SDC Director recruitment process. Two candidates went through the final interview process. Negotiations with the selected candidate are underway.

4. Secure Information Handling Approval

The Guidelines for Secured Information Sharing document was distributed. Julie has updated this

document based on feedback from the Steering Committee. She asked for approval of the guideline.

Motion: Stan McClain moved to approve the document. Dan Adelman seconded. Ben Berry asked for a tracking system to be used in the exchange of information. The committee then voted and the motion passed unanimously.

5. Prep for 6/13 Governing Board Meeting

A draft agenda was distributed. Ben asked for some definition around "receive deliverable" under item 4. The updated business case is not being distributed for approval but as an information item. This is because the budget process supersedes the top-down business case. Sarah confirmed that she will have met with agency budget reps before June 13. Curt asked Sarah to voice the concerns of the Steering Committee and the individual agency budget people as she presents the budget to the Governing Board. They will be asked to approve the operational budget estimate for 05-07. Sarah offered some clarification around how agency funds are being accounted for and what will happen to them in the coming biennium. The request to the Governing Board will be to approve the 05-07 biennium only. This line item on the agenda will now read "Approve proposed 05-07 budget."

6. Service Management Update

It was noted that this is Gerald Duncan's last day on this project. The services survey results took a little longer to reconcile than anticipated but the deadline will still be met. Steve Schafer recommended an opportunity to present deliverables to this committee at the end of each of the work group's processes. The committee agreed to this proposal. The discussion of process definitions began last week. The first draft of a high level organizational chart will likely be done before the processes stage is finished. The team began with an org chart that was drafted in Stage One. The services descriptions will now be brought into consideration.

A draft copy of the proposed services catalog was distributed. Gerald reviewed the document with the committee. The CNIC Scope Definitions document was used as a starting point in creating this catalog.



The Accounting work group has been given a placeholder in this document where billing units can later be defined. Feedback from the various technical work groups has been included in this draft. The survey has been used to produce proposed service levels. Gerald asked the committee to review this document and approve it as a draft with the understanding that information can and will change.

This work group would like to put together a template for service level agreements. This document will reference only those services that are currently being offered within the 12 agencies, not any services that the SDC may want to provide above and beyond this list. Steve would like this group to adopt the catalog once dissenting opinions have been accounted for. The Harvey Ball survey results document was then distributed.

Action 5: Steve Schafer will distribute the Harvey Ball survey results document to the Steering Committee via e-mail.

7. Additional Discussion/ Roundtable/Rumor Control

Stan McClain expressed some concern about the public opinion of this project after last week's IMT meetings. Julie indicated the Peer Communications work group had been discussing it. Ben Berry suggested having an all hands meeting to address this issue. Curt Amo suggested that CIO's attend as many work group meetings in the next two weeks as possible. The committee agreed to attend work group meetings. Julie noted that the weekly PO meeting is worth attending as well. Stan also asked CIO's to reiterate their support for this project in their agency staff meetings.

This Wednesday is the scheduled kickoff meeting for the CNIC QA vendor. Julie will be asking them to work on the Quality Management Plan first.

Meeting was adjourned at 3:08 pm.

Next Meeting: Monday, June 13, 2005
DAS West – Conference Room A
1 to 3 p.m.