



CNIC Steering Committee – Meeting Minutes - Date: June 27, 2005

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

Committee members or designee present: Ben Berry, Clint Branum, Bill Carpenter, Bruce Craig, Bill Crowell, Don Fleming, Gary Johnson, Stan McClain, Kathryn Naugle, Jill Peterson.

Others Present: Tanya Crane, Deanna Dyer, Kari Ensminger, Bill Fink, Mike Freese, Sarah Gates, Raelynn Henson, Barbara Jensen, Keith Kohan, Jerry Korson, Pat Middelburg, Dean Willard, Randy Whitehouse, Mike Zanon.

1. Review/Approval of June 20 Minutes, Action Items, Standing Items

Page 1, Section 1: Spreadsheet for tracking costs; Stan McClain wanted to clarify that he was looking for a tool to track employee time. Ben Berry understood that this tool was intended to track time in a way that can be converted to cost. This does not account for backfill hours.

Page 2, Section 4, the chargeback model: There was some concern about the concept of adjusting rates every year. It was clarified that the committee was not approving an annual rate change but the framework of the model.

Motion: Stan McClain moved to approve the minutes with the stated corrections. Kathryn Naugle seconded. The motion passed unanimously.

Action items from June 13 were re-reviewed for open items:

Action 2: An estimated date for the next ITAM presentation will be requested of Sean McSpaden.

Action 4: No need to hold as open; Julie Mallord will add deliverables tracking to future status reports.

Action items from June 20 were reviewed:

Action 1: Exception process presentation scheduled for July 11.

Action 2: No need to hold as open; DAS will ensure recruitment announcements are provided to CIOs.

Action 3: Table the issue of vendor presentations to an appropriate time once the SDC administrator is on board.

Action 4: Complete; the new date for an all hands meeting is Wednesday, August 17, 9 to 11 a.m., Employment Department Auditorium. John Koreski is CIO on point to work with Raelynn Henson and the PO on meeting details. Raelynn will make announcement about the date to the listserv.

Action 5: Complete; Raelynn Henson has prepared rumor responses and they are being disseminated today; Barbara Jensen has contacted agencies regarding collection of position descriptions.

Additional items:

- Announcing the selection of the SDC administrator will occur after July 4.
- A briefing book for the SDC administrator is being compiled by the PO.

2. Review/Approval of Cross Communication Work Group Charter

Pat Middelburg distributed the draft charter provided by the Randy Whitehouse group; Randy attended the discussion to answer questions. The charter was modeled after the Accounting Work Group charter. She noted an accountability portion is missing. Other work groups are required to report to the Project Office (PO), attend weekly meetings, post minutes/agendas, etc. The committee decided this work group should have the same accountability as the other work groups. It was noted that membership is open to the technicians supporting the 12 agency infrastructures but only eight to 10 people representing 4 agencies currently attend on a regular basis. This has been an informal process to date. There is not representation from all the technical work groups or agencies.

Charter approval was tabled until the next meeting when Julie Mallord can be present.

3. Burns Backup Center



There has been growing confusion around the role of the Burns Archive Center once the data center is operational. Mike Freese presented background on Burns. Originally the center was intended to drive the economy in the area but it has had difficulty doing so. The first rate structure that was implemented did not match industry standards at the time. The technology put in place supported a very small number of computing platforms. The volume needed to drive down costs was not accomplished.

The law dictates that if all things remain the same, the SDC will be required to use Burns. An effort is underway to determine how Burns can be useful to the SDC and whether or not it would be enough to keep the center alive. The assumption is that the volume of SDC information would be enough to meet volume requirements. A data backup services business case needs to be produced. The new SDC administrator and the utilization group may be the best persons to decide how to fully utilize the center.

Burns is currently being upgraded with new software so that it can support all necessary platforms. The process for choosing this software was a multi-agency effort. DAS is also working to implement a new rate structure.

Action 1: Julie will work with the Storage Work Group to provide a recommendation for the detail and implementation of how to use the Burns facility. Legislative requirements should be included along with a proposed rate structure.

This discussion should be put back on the agenda once DAS is ready to provide an update. The PO will decide the appropriate timing of the discussion.

4. SDC Staffing Plan Timeline

The Steering Committee approved roles and responsibilities for the re-formed HR Work Group on June 20. On July 11 the committee will be asked to approve a charter. A project plan has been drafted and was distributed. Barbara Jensen reviewed this document with the group and noted the work group will seek approval of the plan at the July 18 Steering Committee meeting. A request was made to include an explanation of the budget

and positions in this document and anywhere else these numbers may appear.

Jerry Korson has asked agencies to confirm position numbers for in-scope positions and will be collecting names of incumbents for the purpose of developing communications with these staff regarding the hiring process. Staff in these in-scope positions have been notified with the exception of OSP and ODVA employees.

The month of July will be used for the recruitment of the SDC management team. Management team recruitment will open first to state employees and then to the public if not enough applications are received.

5. Results of CNIC budget presentation to House budget committee

It was noted that BAM is aware that financial matters for the SDC will follow a slightly different process while the state is operating under the Continuing Resolution.

The House version of the CNIC budget bill was heard last week. There were no surprises or unexpected questions. A budget note was included that funding for the second year will need to be approved at a later date. Another presentation will happen in the Senate tomorrow.

6. Agency Backfill Billing Process

Pat Middelburg distributed a draft of the backfill *invoicing* process. This has not been seen by the Accounting Work Group yet and is being presented here only as an FYI. Once the Accounting group has vetted this document, Pat will redistribute to CIOs. Questions were asked about how reimbursements will be applied. In short, agencies would be paid back via CNIC dollars that ultimately come out of the COP. The debt service would be folded into the rates of SDC services. Details of how to apply for backfill and what agencies should bill for has yet to be determined.

Action 2: The PO will bring this process back to Steering Committee for approval at the appropriate time.



7. Project Status Report

Changes since the previous project status report distribution:

The Storage group has a new completion date and their status has been changed to red. Pat believes that the group will be finished in a timely manner and that this does not pose a major risk to the project. Page two: No milestone changes with the exception of the Accounting 2.3 document. This model was approved. The Mainframe group is working on the Functional Software Matrix. The Printing Strategy Matrix posed some problems but remains on schedule. The Server, Security and Network groups are all moving forward as scheduled. Issues: Mainframe has a few new issues that are now reflected on the report. Item 5: Network: DOJ has submitted their approval and the order for this loop closure has been submitted. Item 7: Both aspects of this issue will be resolved by the end of this month despite the 6/15 deadline. Internal controls: DHS has met with this group. ODVA and ODOT are both scheduled to meet with them in the near future. Service Management: The physical vs. logical DBA discussion is continuing with Dean Willard's direction. The hope is to report back to the committee on either July 11 or 18 depending on how discussions go between now and then.

8. Additional Discussion/Roundtable/Rumor Control

Stan has had good response from agencies on membership for the new Change Management Work Group.

Ben met with his agency work group members. In encouraging them to apply for SDC positions, there were concerns raised that people may not want to apply because of some work group issues. There needs to be a great distinction between the current CNIC effort and the SDC management who will do the hiring.

The meeting was adjourned at 2:37 p.m.

Next Meeting: Monday, July 11, 2005
DAS West – Conference Room A
1 to 3 p.m.