



CNIC Steering Committee – Meeting Minutes - Date: February 6, 2006

The CNIC Steering Committee met at the SDC in the Thomas J. Watson Conference Room.

Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Bill Crowell, Sandy Jefferson, Gary Johnson, John Koreski, Stan McClain, Jill Petersen, Herb Riley, Baron Rodriguez, Mike Zanon.

Others Present: Julie Bozzi, Bruce Craig, Tanya Crane, Mike Dawson, Ken Disbrow, Kari Ensminger, Wes Ford, Scott Hayes, Raelynn Henson, Dave Howard, Keith Kohan, Jerry Korson, Claudia Light, Theresa Masse, Margaret McDowell, Sean McSpaden, Sarah Miller, Bryan Nealy, Lisa Renner, Mark Reyer, Toni Rogers.

Review/Approval of Minutes, Action Items, Standing Items

Given the number of new attendees, Ben asked for a round-robin of introductions. John Koreski introduced Toni Rogers who has recently joined Corrections in the position previously held by Clint Branum. Toni will represent Corrections at Steering Committee meetings when John is unavailable.

Motion: Stan McClain moved to approve the January 23 minutes. John Koreski seconded. The motion carried.

Action Items from December 5 were reviewed for open items:

Action 1: "SDC Dispatching" will be added to the next Steering Committee agenda; pending, will be added to a January agenda. This item will be moved to February.

Action 2: CIOs will ensure that their non-financial regulatory requirements are sent to the PO by December 19. Ben recommended closing this with the understanding the CIOs have an ongoing responsibility to report regulatory requirements.

Action Items from January 23 were reviewed for open items:

Action 1: Bryan Nealy will ensure that priority of recovery is addressed on the Application Inventory

Spreadsheet; closed. The CIOs of DAS, DHS, ODOT and OED agreed that the application inventory deadline of 2/20 is reachable.

Action 2: Raelynn Henson will provide the committee with a copy of the CNIC letter submitted by DAS to the JLCIMT; closed.

Action 1: Bryan Nealy will forward the application inventory template to the CIOs for purposes of information sharing.

HR Update

Eleven positions (ten incumbents) are being added to the in-scope list. Jerry Korson will be sending an e-mail to the incumbents later this afternoon. He scheduled meetings with the in-scope staff of DAS, DHS and ODOT to answer agency specific questions. Once these meetings are complete, the DAS HR office will compile an FAQ to distribute. Any questions can be sent directly to Jerry. Bill Crowell asked why DAS is handling vacation transfer differently for DAS employees. Jerry explained that it is not possible to pay out vacation hours when an employee is transferring within the same agency.

Action 2: The HR Q&A write-up will be distributed to the in-scope staff with a copy to the Steering Committee.

Mark Reyer indicated that during the transition period there will be a reconciling of services. The first priority will be stabilization. Any staff that are offered jobs at the SDC will first maintain the agency services that they are currently supporting. Over an approximately 90 day stabilization period, there will be either a completion or transfer of services from the SDC to the agencies or from the agencies to the SDC. Dave Howard is communicating with help desk managers about how calls will be handled during this period.

CNIC and Oregon County Collaboration

Ben Berry distributed a handout on County/State collaboration around CNIC. It was reported to Ben that Rick Jacobsen had concerns that he was not invited to participate in the network collaborations. Julie reported that Brian Sipe, network project manager, had sent Rick the dates and agenda items that were to be discussed and Rick indicated



that he did not need to participate in those discussions.

Action 3: Ben Berry will arrange a conference call with Rick Jacobsen to discuss county participation.

There was a concern that applications working on client servers in the past may not work with the same response time via the SDC network. Mark confirmed that there are no additional hops that could increase response time.

Action 4: Mark Reyer will follow-up to ensure that there is no delay in response anticipated once all networks are running with equipment running from the SDC.

Action 5: Julie Bozzi will follow-up on network performance testing processes.

Assessment Model - Discussion on new/additional/disconnected services

Scott Hayes noted that several staff have informally reported the following issue: Do agencies pay for any additional services that they request of the SDC in the 05-07 biennium? The 05-07 assessment was based on spending in 03-05. Therefore, if new services are being requested in 05-07, these should be paid for by the agency making the request. Scott was referring specifically to DAS provided in-scope services (Data and Video Services & General Government Data Center Services). There was some discussion about the recommendation of the Accounting Workgroup to bill in 05-07 based on an assessment rather than actual use. The billing mechanism changes to actual usage in 07-09. There are still questions around the specifics of this as consolidations will be taking place in both 05-07 and 07-09. For all non-SDC agencies in 05-07, they will be billed using existing DAS rates. The general consensus around the table was that any additional service requests should be billed accordingly. The dilemma is that HB 5156 clearly states that the vehicle for paying for services for the 12 agencies will be based on assessment. The bill does not address additional services. Scott does not believe that reassessment is the right answer. He recommended that if a billing mechanism needs to be created, it be done on a case-by-case basis. John Koreski noted that a reassessment may be the right approach as the

budget itself has changed since it was first created. Rates in 07-09 could then compensate for additional services.

Steering recommendation: Track the new and increased services and then make a recommendation for a new assessment.

Mark added that agencies are currently making decisions on assets involving certain architectures. The primary driver for savings is to standardize and consolidate. During the transition period as agencies need to procure new equipment, the SDC would like to have some say in the equipment purchased to ensure that all money being spent will support the standards. Storage, network and possible standard Linux procurements are critical as most of that equipment is being standardized and installed now.

Action 6: Julie Bozzi will oversee the creation of a standards document that encompasses all standards for agencies to use in making procurement decisions during the transition period.

Production Control

Dave Howard distributed a document that clearly outlines production control and operations. It brings all production control tasks together so that they can be centrally managed. This ensures that necessary resources are available for all associated tasks. The breakdown will not be much different than those being done at the agency level. A centralized area will be able to respond to issues as they come up, contact appropriate parties, mount tapes, etc. This is a common practice in established data centers and refers specifically to production control. As the facility will be running 24/7, this allows for the most efficient use of time. Secondly, it provides a control point from which appropriate action can be taken and logged. The job scheduling systems can also be reduced from four or five to one, representing a consolidation opportunity that is important for savings and better utilization of the mainframe resource. This consolidation does not affect testing and development and does not affect submitting ad hoc jobs.

Action 7: The CIOs will review Dave Howard's "Production Control" document and send him



feedback before the next Steering Committee meeting.

Mark Reyer feels that the service catalog should not be connected to budget issues. The service catalog should be a clear representation of what the SDC needs to be able to provide. Budget issues that result from decisions made in the service catalog should be addressed separately to avoid confusing the issues.

Change Management – Cultural Assessment Review

Claudia Light reported that a cultural assessment of the 12 agencies was done via survey using participants identified by the CIOs. Nine different themes were addressed in the questions. Most questions were varied from “strongly agree” to “strongly disagree” or “very important” to “not important.” Ranking was done by taking average agreement scores.

Most agreement was found in the following categories in the following order:

- Stewardship
- Teamwork
- Integrity.

A report was prepared and distributed with the agenda for this meeting. That document provides more detailed results. The next step is to use this assessment and other information to develop a plan for addressing cultural change needs. The plan will include a values/principles workshop for SDC employees to be conducted by DAS Training. Claudia encouraged the CIOs to celebrate accomplishments, transition work that will not be moving to the SDC, and boost morale. Claudia asked the Steering Committee for permission to move forward in creation of the cultural enablement plan; this was approved.

The role of the Change Management Workgroup may need to be readdressed. The workgroup feels they should be transitioning their work to the SDC. Perhaps the Change Management Workgroup needs to focus on improving morale. Mark suggested that starting another round of agency visits could be helpful. Understanding people’s perceptions and feelings as they move into the SDC is important. A tone and set of values needs to be established but culture is something that
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Submitted by: Kari Ensminger, CNIC Project Office

grows over time. Mark intends to discuss values and tone in the All Hands meeting on March 2.

CIOs need to be talking with in-scope staff about non-SDC position options. Mark is working on a well defined set of processes for account planning and day-to-day communications with customers. He will release this soon.

Preparation for All Hands Meeting – March 2

The committee reviewed the draft agenda.

Motion: Curt Amo moved to approve the draft agenda. Bill Crowell seconded. The motion carried unanimously.

It was suggested that there needs to be more in-scope staff meetings. HR issues are not planned to be part of the March 2 All Hands meeting. Jerry Korson confirmed that he would hold a special meeting for the nine agencies that have not had recent HR meetings. More meetings could be done on a regular basis. It was suggested that if a schedule is prepared it could be announced at the All Hands meeting.

Action 8: Jerry Korson will set-up an HR meeting for in-scope staff with the nine agencies.

2/13/06 Governing Board Meeting Preparation

Ben Berry noted that Bill Fink needs to send the FTE and dollar amounts now being called in-scope to the Governing Board.

The draft agenda was approved. The main topic of discussion will be in-scope budget review.

Decision: The Steering Committee will meet on February 27.

Comments and CIO Assistance

N/A

Additional Discussion/Roundtable/Rumor Control

Julie Bozzi clarified that migration is dependent on receipt of run books from all agencies.

Action 9: The CIOs of DAS, DHS, OED and ODOT will address the run book issue and report



Approved 3/20/06

back to Julie Bozzi before the next Steering Committee meeting.

The meeting adjourned at 3:03 p.m.

Next Meeting: Monday, February 27, 2006
State Data Center – Thomas J.
Watson Conference Room
1 to 3 p.m.