



CNIC Steering Committee – Meeting Minutes - Date: April 10, 2006

The CNIC Steering Committee met at the Executive Building in Conference Room B.

Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Bill Carpenter, Bill Conner, Sandy Jefferson, John Koreski, Stan McClain, Phyllis Michael, Herb Riley, Baron Rodriguez, David Yandell.

Governing Board representatives present: Kris Kautz, Mike Marsh.

Others Present: Julie Bozzi, Mike Dawson, Kari Ensminger, Raelynn Henson, Rick Jacobson, Barbara Jensen, Gary Johnson, Jerry Korson, Theresa Masse, Margaret McDowell, Sarah Miller, Bryan Nealy, Lisa Renner, Mark Reyer.

Review/Approval of Minutes, Action Items, Standing Items

Phyllis Michael is filling in for Mike Zanon and Bill Conner is filling in for Bill Crowell.

April 3 minutes: Page 4, first column - reference to versions of “Cobalt” should be “Cobol.”

Motion: Dan Adelman moved to approve the April 3 minutes. Stan McClain seconded. The motion carried.

Action Items from February 6 were reviewed for open items:

Action 3: Ben Berry will arrange a conference call with Rick Jacobsen to discuss county participation. Rick wants to be involved in networking discussions. Rick is now satisfied with the network information he has received. He may attend the Steering Committee at some point in the future; closed.

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

Action Items from March 20 were reviewed for open items:

Action 1: Network performance and testing processes should become an agenda item for next month; closed.

Action 2: The Governing Board representatives will follow-up on how and when the in-scope list gets reconciled and finalized; on the Governing Board agenda for today; closed.

Action Items from April 3 were reviewed for open items:

Action 1: “SDC Procedures and Processes” will be added to the Friday CIO meeting with the intent that some kind of clarification will get published; closed. Bill Crowell was able to elaborate on his original desire to discuss this. The contact list went out last Thursday. This list will change as agencies begin their migrations and it will be distributed to each agency accordingly.

Action 2: “Agency Resources” will be put on the next Steering Committee agenda; closed.

Action 3: Stan McClain, Bill Crowell and Ben Berry will have a meeting on agency resources before it is addressed at the Steering Committee meeting; closed.

Action 4: The services catalog will be distributed to the Steering Committee electronically. Any questions should then be sent to Julie Bozzi; closed.

Action 5: CIOs should send any disaster recovery contracts and plans to the Project Office as soon as possible; ongoing. Ben distributed to the committee a survey to use in gathering these plans.

Action 6: Sarah will distribute the mainframe production code freeze requirements document electronically to the Steering Committee; closed.

JLCIMT and E-board Review

Mark Reyer gave a briefing of the recent legislative meetings. The case for expanding funding was presented. There was a lot of discussion and disappointment that the business plan had changed. The main question was, “is this now the



real number?" Lindsay Ball did a great job explaining why this had not been presented earlier. He further discussed the need to balance risk with savings. There is far too much risk associated with getting to savings so early. The savings will still be realized but it will take longer. The committee did a non-verbal vote about whether or not this should go forward to the E-board. Max Williams also discussed the inherent savings even before consolidation. Elizabeth Harchenko spoke about the business case.

Following the JLCIMT presentation there was a brief discussion about Burns. It was noted that right now, the plan and supporting budget retains Burns "as is." Three position descriptions will be posted for Burns (the existing staffing level). There are no current plans to move anything out of Burns. The goals and mission of the SDC are to provide equal service with reduced cost. Burns will be a part of this evaluation. The SDC will be responsible for Burns. This was part of the original design document. Those agencies currently using Burns should continue to do so. Other agencies are welcome to begin using Burns.

Discussions at the E-board were very similar to those at the JLCIMT. One point that was made by Representative Smith was that they had been hearing all along from various stakeholders and employees that the funding was inadequate, but they were told "not to worry." It turns out that the new proposal is what employees were communicating all along; this was a great disappointment.

The SDC will now be reporting to these legislative bodies on a monthly basis and will return to future meetings with verbal reports-presentations. SDC will also track spending and savings in an effort to separate out the current workload from any spending for consolidation. The legislators want to see that distinction.

Human Resources

Jerry Korson will be discussing the use of the 166 in-scope staff list and the reconciliation of that list and the 155 list at the Governing Board later today. Depending on the outcome of that discussion, job postings for the SDC could go out later this week. If that happens, they will close on May 1. This

recruitment will include all jobs for the SDC. All employees on the in-scope list are receiving and will continue receiving e-mails to announce this and the application deadlines. An interview selection process will begin shortly after the positions close. CIOs need to communicate with their staff that getting through all the interviews could be a lengthy process. This will be complex with a large number of interviews. It will take time to get through it, to make decisions and to communicate with staff on selection decisions.

The second phase of the recruitment process is an announcement to all employees of the 12 agencies. If there are not enough applicants for all of the SDC positions, i.e. if there are insufficient applicant pools for a given job, the second announcement will go out fairly quickly. The hope is to identify as many of the SDC employees as possible by the end of June. This does not mean that the process will be over by then or that all positions will be filled by then. If any of the CIOs hear about anyone on the in-scope list not getting these e-mails, please let Jerry know ASAP. If any of the names associated with these positions have changed, please go through your agency's HR department to get that name corrected on the in-scope list ASAP. Jerry works closely with agency HR managers and is meeting with them on Thursday to confirm the list and process. HR is poised and ready to begin the recruitment process.

Each applicant will have the opportunity to identify all of the positions for which they are applying rather than applying for each one separately. It is also the goal of the SDC to conduct one interview per person including all of the positions for which they have applied. This may not always be possible but the SDC and HR will do the best they can to make it happen. Mark will have a final organization chart that will be online with the position announcements. All of this is being carefully tracked with regard to the strain on resources during the hiring and migration period. Production comes first, interviews come second. It should be noted that applicants may go for weeks without hearing about decisions because of the magnitude of the process. The CIOs were asked to make sure that this is well communicated to staff.



Interview panels are still needed. Participating on interview panels will involve a significant commitment. The PO will be contacting the Steering Committee members as soon as an interview schedule is set and the number of panels needed is determined. Customers and applications people are needed.

Criminal history checks: All applicants will be informed that at some point they will be required to go through a state police criminal history check. They must pass this in order to meet the minimum requirements for all of the SDC positions.

Stan McClain asked about the Governing Board reconciling the positions on the in-scope list. Last week the Steering Committee approved the use of the 166 list for recruitment purposes. Jerry noted that he is only providing information to the board in order to confirm that the correct list is used for recruiting purposes. In terms of reconciling the lists, this will need to be a formal process and the Governing Board can decide the extent to which they want to be involved in the creation of that process. A re-class package will likely have to be done. The budget aspect here pertains to specific agency budget issues not the budget of the SDC. This is on the agenda for today's board meeting at 3 p.m. John Koreski stated that this has to be resolved before the recruitments are launched. Only those on the list can apply in the first round.

Agency Move Scorecards

Sarah Miller presented on the scorecards. As of last Friday, DAS executed waves 4 and 5. The total number of servers at the SDC is 127. This excludes network equipment that was previously relocated. The mainframe contract was executed and the delivery date will be finalized this week.

Kickoff meetings were held week with several agencies. The intent is to give agencies as much planning time as possible.

The scorecard is in date order as much as possible. Those just now beginning their planning are defaulted to the dates that are currently in the master schedule. This does not mean that these are hard dates. The red areas in the DAS column were executed last weekend. ODOT and DHS red

columns are due to SDC provisioning not being complete. A line item will be added for SDC provisioning to make this clearer. There are plans in place to get the provisioning done and there are no expected delays in the current move dates.

Lindsay Ball testified at the JLCIMT and E-board that all 12 data centers would be moved in by the end of December. An amendment to this statement was sent out afterward. The dates must be approved by the agencies.

April 22 is the approved date to bring in Housing boxes. The PO is executing a plan to get move coordinators identified for the remaining agencies. DAS is executing two moves now and continuing planning; DHS is documenting for wave 3; ODOT is beginning planning for waves 4, 5 and 6; and Housing and Employment are finalizing documentation for pilot moves. DAS, ODOT, DHS and OED need to be monitoring their mainframe transitions.

Daily meetings are occurring at the SDC to understand move status-progress. The Tuesday multi-agency meetings are used to identify formal issues. There is also an effort to identify the body to communicate more frequently with agencies about the migrations in real time.

Baron Rodriguez stated that the scorecard is a very useful tool; the re-formatting is helpful.

Agency Resources

This is a follow-up to last week's discussion regarding moving all agency infrastructure staff into the SDC. There will be an agency migration transition document so that each agency can identify the resources they want to use for their migration. Each agency will have to decide how they want to negotiate this with the SDC. Bill Conner (DHS) noted that collaborating with the SDC is a key. Phyllis Michael (DAS) noted that it has worked very well to have rotational staff. DHS, DAS and ODOT plans are working out very well in general. The priority has always been and will continue to be, "production first, no questions asked." Julie will be asking for some staff to help with server provisioning. The SDC does not have OT hours.



Comments and CIO Assistance

Mark Reyer reiterated that the SDC constantly needs to improve things throughout this process. SDC communications regarding the significant outage with the tape library this past weekend is a good example. Going forward, an SDC manager will be identified as "on call" for each week. That manager will be responsible for customer communication and personnel or technical solutions that have to take place. This is a high priority for the SDC and they are working to improve it. It was discovered that there was a design problem in the ATL itself. One of the power supplies was not wired correctly at the factory. This created a significant enough problem that the vendors flew out to fix the problem over the weekend. This was a pretty unusual problem that could not have been anticipated. IBM is incorporating this into their commissioning QA going forward.

Mark confirmed that account manager positions and one administrative staff will be part of the upcoming recruitment.

Additional Discussion/Roundtable/Rumor Control

Ben took the opportunity to review the format of the agenda and list of standing items:

- Retain "advance materials"
- Retain "pending action items"
- Move "IT asset management" to "future opportunities."

There was discussion about the appropriate time to consider items on the list of "future opportunities." It was noted that business cases will need to be developed.

ACTION 1: Steering Committee to hold "future opportunities" discussion in September (add to pending items).

Mark shared his view that the end of stabilization is actually the end of the beginning. A lot of work will follow migration. He does not want anyone to think that the SDC will be close to stabilization by the end of the migrations.

ACTION 2: Sarah will bring a lessons learned summary for future migrating agencies in a few weeks.

At some point the Steering Committee will morph into the CIO Advisory Board. This is part of the implementation of the governance model. The Governing Board was discussing this a few weeks ago. They took an action in their meeting to readdress this at a later date. Mike Zanon has commissioned a case study from Willamette University. It will be completed at a later date.

ACTION 3: The university case study will be added to pending action items.

Curt wants to ensure that the Steering Committee conveys appreciation for those who presented at the JLCIMT and E-board. Ben will carry that message to the Governing Board.

Congratulations were offered to Curt for being a "State CIO of the Year" nominee.

The Change Management workgroup is meeting Tuesday with SDC management to discuss the transition of the workgroup's cultural enablement plan to SDC management.

The network is finished but some agencies will need to be readdressed before they move. Contact: Al Grapoli.

Julie Bozzi noted that last week Dave Howard came to discuss unsupported hardware and software. DHS's TIM/TAM was moved this past weekend. Theresa Masse had some vendors on site during the move. They have temporary support in place until a long-term solution can be put in place. This is a good example of how much more support is required to move an unsupported application.

The meeting adjourned at 2:17 p.m.

Next Meeting: Monday, April 24, 2006
State Data Center
1 to 3 p.m.