



CNIC Steering Committee – Meeting Minutes - Date: April 24, 2006

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

Committee members or designee present: Curt Amo, Ben Berry, Bill Carpenter, Bruce Craig, Bill Crowell, Sandy Jefferson, Gary Johnson, John Koreski, Stan McClain, Dorothy Oliver, Mike Zanon.

Governing Board representatives present: Kris Kautz, Mike Marsh.

Others Present: Julie Bozzi, Mike Dawson, Kari Ensminger, Raelynn Henson, Barbara Jensen, Claudia Light, Bryan Nealy, Lisa Renner, Mark Reyer, Margaret Taylor.

Review/Approval of Minutes, Action Items, Standing Items

Ben Berry opened the meeting with a roundtable of introductions.

Ben noted the following statement contained in the April 10 minutes, page 2: “It turns out that the new proposal is what employees were communicating all along; this was a great disappointment.” Ben stated for the record that the CIOs never approved the staffing model at 93 and had requested validation of the 93 figure by the SDC Administrator as he worked with the CNIC workgroups; the model was in contention for some time.

Motion: Curt Amo moved to approve the April 10 minutes. Bill Crowell seconded. The motion carried.

Action Items from April 3 were reviewed for open items:

Action 5: CIOs should send any disaster recovery contracts to the Project Office as soon as possible; ongoing. AMMENDMENT TO ACTION 5: CIOs need to also send Julie their disaster recovery plans.

Ben distributed a disaster recovery survey that he proposes using with the CIOs and reviewed the

survey questions with the committee. Julie Bozzi will receive the results to create a baseline of what currently exists. Any agency without a disaster recovery plan now will not have one during their stabilization period. The SDC is first collecting the information about what exists. Plans that are in place will carry forward in the short-term. Mark Reyer suspects however, that some of those plans will not protect all critical assets. He wants to review all existing plans.

Mark will be considering the architecture and the consolidation effort needed to acquire a long-term disaster recovery plan for the SDC. Critical data and critical applications must be identified before contracting can be done. In the meantime, it will be up to the SDC to ensure it is set up to carry out agencies’ current disaster recovery plans.

Curt Amo has some concerns that the disaster recovery plan assessment is not enough to ensure that the SDC will have a solid plan as soon as it should. He believes there should be an SDC plan in place by fall.

There are still many questions as to whether or not current plans are sufficient, whether or not contracts are transferable, etc. The first step is to identify what exists today. There was some discussion about the current statewide effort and Bill Crowell clarified that the state initiative is a business continuity plan at a higher lever. Ben suggested that the Steering Committee appoint a subcommittee to devise a recommendation. Mark Reyer noted that he would like to review the plans first and make a recommendation; he asked if it was the committee’s preference to have a subcommittee. It was agreed that Mark report back on his findings before a subcommittee is formed. Current disaster recovery plans will remain the same, as will the adequacy or inadequacy of those plans, until a long-term solution is reached.

Action 1: In four weeks, Mark will report back to the Steering Committee on his findings regarding disaster recovery.

Action Items from April 10 were reviewed for open items:



Action 1: Steering Committee to hold “future opportunities” discussion in September (add to pending items); closed.

Action 2: Sarah Miller will bring a lessons learned summary for future migrating agencies in a few weeks; pending.

Action 3: The university case study will be added to pending action items; closed.

Human Resources

Kris Kautz spoke in Jerry Korson’s absence. The 166 recruiting list was clarified for the Governing Board. SDC job announcements have gone out. As of last week Jerry had received one application. This is not unusual as most applications come in at the last minute.

Jerry has been working with the SDC management team to discuss the interview process. This process will take time and Kris reiterated that CIOs should be communicating that to their staff. It could be weeks from an interview to the notification that an applicant receives. This will be hard on applicants. The most important aspect will be good communication from CIOs. The reason they will wait until all interviews are conducted to make any offers is so that those applying for multiple positions may be considered fairly for each one. The SDC will consider the applicant’s top choices wherever possible.

Stan McClain would like for SDC and IT managers to be the ones reviewing descriptions of skills rather than HR managers who may not be as familiar with IT. Mark Reyer noted that this problem arose when they were hiring SDC managers and care will be taken to ensure that applicants are not overlooked.

Monday, May 1 is the deadline for staff to submit applications. Interviews will likely begin next week. The hope is that all offers will go out by the end of July. Three open houses have been held and three more will be held this Thursday to address any questions or concerns that applicants have. The SDC will consider distributing interview questions prior to an applicant’s interview. This will alleviate concerns that those interviewing later in

the process will have had an opportunity to hear the questions from other staff and be better prepared.

Action 2: Any CIO wanting staff to participate on interview panels should send participant names to Julie Bozzi ASAP.

SDC managers will extend job offers by calling applicants and following up with a letter.

Agency Move Scorecards

Barbara Jensen reported on behalf of Sarah Miller. There are now 200 servers located at the SDC. Moves have gone very well thus far. Code 20 for the mainframe begins at close of business today. This refers to IBM system engineers having completed the installation of the mainframe. This begins the 60 day countdown to get the DHS mainframe migrated as it is scheduled to be decommissioned on June 24. The command center is now operational 24/7 with DAS staff onsite running their equipment. Housing will be moving this weekend pending its go/no go meeting this Wednesday. ODOT accomplished another move last weekend (now green on the scorecard). It was confirmed that agency applications staff have an opportunity to sign-off on the detailed check list.

Action 3: Barbara Jensen will add the applications sign-off task to the scorecard.

This week DAS will move waves 8A and B. DAS has completed planning through wave 16. Its mainframe kick-off meeting happened last week. DHS continued planning for wave 4 and held its mainframe kick-off. ODOT is executing two waves on Tuesday and Friday. OED pilot planning is underway. Small machines are generally being moved by the agencies.

Bill Crowell stated that within his agency there are concerns about having agency staff moving equipment. Barbara reminded everyone there is a contract in place to use movers if the agency does not want to use staff. It was suggested that safety managers be brought in to discuss proper lifting, etc. with agency employees.

ODOT is at 92 percent complete on the ATL migration. Ben had a few customers from DMV



question the SDC's security for identity and access management. Ultimately, their servers will be moved to the SDC and the security will be managed by ODOT. He wanted to mention this in case any other CIOs face a similar issue.

Staffing and Org Chart

Mark Reyer distributed copies of the SDC organization chart. The structure has not changed, only the number of positions. The Plans and Controls section includes account management. Any questions and requests can be sent to Julie Bozzi now but she may not have an answer other than to utilize agency staff. Unique services and requirements will be handled by account managers. A global services catalog and a unique services catalog will belong to each account manager for each agency.

Operations includes network, systems and other specialists who will be monitoring the SDC 24/7.

Action 4: Julie will update and distribute the functional organization chart that was created some months ago.

There was discussion about the bills agencies are receiving versus the SDC budget. The expectation was to reconcile on a quarterly basis.

Action 5: SDC and Agency Budgets Report will be added to the next Steering Committee agenda and quarterly thereafter.

DECISION: The committee would like to see a quarterly report that shows the cumulative money received by agencies and the cumulative money spent (expenses).

There is still a lot of work to be done regarding the charge back model. A rate structure will not be achieved until six months to one year after all agencies are moved into the SDC. Usage patterns must be tracked before a realistic rate structure can be identified. Mark can present what he believes the model looks like. A rate structure will not be in place until the end of 2007-09. One of the things listed in the DAS rate booklet that was recently released was a number to use for the SDC for agency budget planning purposes. Curt and Sandy

both have concerns about this because that rate is twice what they are currently spending (this could be true for most of the smaller agencies). A consumption based rate structure cannot be identified until at least six months of usage can be tracked. There will then need to be a way to apply those rates in a phantom setting in order to ensure that they are set correctly, etc.

Action 6: Mark Reyer will communicate to the agencies a proposed rate model.

The Steering Committee should be able to review and approve the rate structure methodology. Mark proposed a subgroup of the Steering Committee to vet this budget issue. Bill Crowell, Ben Barry, Barry Nathan and Mark Reyer will meet in one month to begin discussions. It could be put in each agency's budget at the analyst level and adjusted later if necessary. The published assessments for 2007-09 are not accurate. This group needs to define the rate structure and determine the amount each agency should be reserving in their budgets for 2007-09

Action 7: Kris Kautz will work with Elizabeth Harchenko to define how the \$13.8 million deficit comes in to play and will report back in a few weeks.

Comments and CIO Assistance

Curt Amo referred to the list of future opportunities. He asked that two items be added:

- Bringing the balance of the state to the SDC.
- Bringing in other public entities. It was noted that other public entities are already inquiring with the SDC about services.

Additional Discussion/Roundtable/Rumor Control

Julie Bozzi: Some information was distributed in the recent JLCIMT and E-board sessions indicating that staffing levels would be cut back as early as the beginning of next biennium; this is incorrect. Staffing levels are reduced over time (assuming no new business) but it will be done by the end of each biennium, not at the beginning.



Bill Crowell: There seems to be continued confusion about the positions for print. The DHS assumption is that staff will transfer to P&D and as of the next biennium they will become P&D employees. Mike Zanon noted an issue with this because in order to raise P&D by nine positions with a policy option package, a policy reduction package must be done in agencies. These positions still exist on the in-scope list. The question now is whether or not these employees will have to apply for P&D positions. Kris Kautz noted that funds may have to be included in agency budgets to account for printing work. For this biennium, there are no issues. For the next biennium, there are major issues.

Action 8: Mike and Kris will work together on the print issue and will report back at the next Steering Committee meeting.

There was a rumor that an ODOT employee was fired from DMV because of CNIC. Ben confirmed that ODOT had an instance of corrective action and that someone resigned, but it was not due to CNIC.

Raelynn Henson: The next CNIC newsletter is coming out in the next few days. This includes a technical article for the first time.

Curt Amo and Ben Berry: A discussion regarding transition of the Steering Committee to the CIO Advisory Board should be held in July. This is when the Governing Board plans to revisit instituting the governance model for the operational state of the SDC.

Next Meeting: Monday, May 8, 2006
Executive Building (DAS West)
Conference Room B
1 to 3 p.m.