



CNIC Steering Committee – Meeting Minutes - Date: June 19, 2006

The CNIC Steering Committee met at the State Data Center in the Thomas J. Watson Conference Room.

Committee members or designee present: Ben Berry, Bruce Craig, Bill Crowell, Sandy Jefferson, Gary Johnson, John Koreski, Stan McClain, Kathryn Naugle, Dorothy Oliver, Baron Rodriguez, Mike Zanon.

Governing Board representatives present: Kris Kautz, Mike Marsh.

Others Present: Julie Bozzi, Mike Dawson, Kari Ensminger, Scott Harra, Raelynn Henson, Dave Howard, Barbara Jensen, Keith Kohan, Jerry Korson, Claudia Light, Margaret McDowell, Sarah Miller, Bryan Nealy, Lisa Renner, Mark Reyer.

Review/Approval of Minutes, Action Items, Standing Items

Motion: Stan McClain moved to approve the June 5 minutes as submitted. Sandy Jefferson seconded. The motion carried.

Action Items from May 22 were reviewed for open items:

Action 1: Mark Reyer and Bill Crowell will work on some open source application benchmarking tool suggestions and will report back to the Steering Committee; there is a June 19 open source meeting scheduled. Mark sent a few recommendations on and Stan feels that they have what they need; closed.

Action Items from June 5 were reviewed for open items:

Action 1: Ben Berry will add language to this document around defining success of the CNIC project and success of SDC operations as two different things; pending.

Action 2: Ben Berry will ask the Governing Board for any guidance they wish to offer before Steering Committee proceeds; closed.

Action 3: Dan Adelman will send Ben some language around success as it pertains to funds spent by customers before and after the migration and consolidation; pending. Sent an e-mail about business services but not funds.

Action 4: Julie Bozzi will request of the CIOs the software licensing budget information that was included in their CNIC budgets; pending. Nine submissions have been received but not all questions were answered. For those that have submitted information, they will receive word if more is needed. Others need to provide Julie with the requested information.

Action 5: “Scope of Software Licensing” should be added to the next Steering Committee agenda; pending the receipt of all needed information.

Action 6: The QA vendor will put together an approach and proposed schedule for developing a lessons learned document; closed.

Action 7: “Lessons Learned” should be added to the next Steering Committee agenda; closed.

Action 8: Bill Crowell, Ben Berry and Mike Zanon will assign some resources to follow the disaster recovery discovery process; closed.

Action 9: Julie Bozzi will create a template for scope requests and will define a process to present to the Steering Committee; pending.

It was noted that although Baron Rodriguez is to chair the SDC Advisory Board definition subcommittee, Ben Berry will lead the first meeting (this Friday) as Baron is unable to attend.

Agency Move Scorecard Update

Sarah Miller distributed the latest scorecard. This past weekend was very busy as many critical servers were moved. One rack was delivered with some difficulty but was installed successfully. There are now 532 servers at the SDC. This represents 84 percent of the total equipment scheduled to be moved by June 30. This is also 84 percent of critical or mission-critical applications. All mainframe migrations have been successfully



completed. Draft transition agreements for DHS, OHCS, ODOT and DAS are in varying stages of review and approval.

A few make-up interview sessions are being held this week; this will conclude the interview process. Reference checks represent the next step in the process, and then offers will go out.

A potluck/BBQ has been scheduled for next Thursday to celebrate success to date. Everyone is invited and encouraged to attend.

Human Resources

Jerry Korson indicated he did not have more to share on the hiring process beyond what Sarah Miller already reported. He expects the process to take a few more weeks.

Preparing a strategy for those employees not accepted into SDC positions is still pending. Working on the plan was temporarily put on hold due to the intense schedule of the hiring process. The impact of bumping rights is being considered. A secondary layoff approach may be taken in conjunction with agency HR departments and the union to offer other options to those not employed by the SDC.

Ben Berry shared that ODOT will examine the qualifications of ODOT staff not hired by the SDC to see if they meet the minimum qualifications of any open positions. The hope is to minimize bumping.

Bill Crowell said that DHS is having discussions on this as well. For DHS, the *number* of people looking for a position after SDC is done with hiring will have an effect on whether bumping will occur.

Lead for Disaster Recovery Task Force

Ben Berry led the discussion. In the last Steering Committee meeting, the issue of disaster recovery plans for the 12 agencies moving to the SDC was identified as needing resolution. A task force has been formed which will meet for the first time today at 4 pm. The goal of this meeting will be to create a charter for the task force to approach this issue.

There are currently two options for identifying a leader for the DR effort. A third-party project

manager could be hired. This would involve each agency contributing funds. A second option is for Ben to offer an ODOT manager with project management experience to work on DR part-time.

There was some concern that part-time is not sufficient to meet the needs of this urgent issue. Mark Reyer noted that this will require a working plan that will have to be vetted multiple times before a solution can be agreed upon. He suggested a full-time lead in order to ensure that the work is accomplished within the timetable necessary. There will be an open procurement process to go through after solutions are decided upon. It is still unclear how many hours each member of the task force will be able to commit.

DECISION: The committee will wait to vote on the approach for a DR lead until after the charter and work plan are approved.

Ben clarified that a meeting of the CIOs this coming Friday is specific to the transition of the Steering Committee into the SDC Advisory Board.

Lessons Learned Approach

Ken Disbrow was not available for this discussion.

Comments and CIO Assistance

Mark Reyer gave an update on software licensing. There is likely going to be a million dollars more in licensing costs than were budgeted within the agencies. This is if all associated software companies come forward and require the state to meet contract agreements as they currently exist. It is possible that there are a lot of duplicates out there that can be consolidated.

Applications will need to be consolidated if savings are to be achieved. "Focus" is an example of one product with a 78 percent increase due to the increase in MIPs. There are only one or two users currently utilizing this software. This increase represents a substantial dollar amount.

Mark believes that bundled licenses are the wrong way to go. He does not intend to continue using CA. The current license agreement cannot be unbundled. The current agreement is based on a certain number of MIPs on two mainframes. There



is one master agreement with three licenses. DOJ is reviewing this situation and may find a way to renegotiate but it is not likely. The number of machines running applications may be irrelevant if licenses are really charged based on MIPs.

Bill Crowell stated that DHS needs some information about network services costs; specifically what costs would have been if a separate billing had not begun in January. Scott Harra responded that this is an issue to be addressed during the reconciliation being done by the Finance Committee.

Additional Discussion/Roundtable/Rumor Control

August 9-11 the Oregon Association of Government IT Managers conference is being held. As of the last conference an expectation was set that an SDC update would be provided; however, SDC is not listed on the agenda that has been distributed. It was suggested that Mike Zanon alter his presentation to allow time for the SDC, which Mike is willing to do. Mike noted the usefulness of SDC providing a handout. Theresa Masse is also presenting; she might be able to discuss some access issues that DHS presented.

Stan McClain noted that Revenue has worked through the security breach that happened earlier this year. Theresa Masse or Amy McLaughlin should be contacted if CIOs want to discuss preventing such a breach within their own agency. It was suggested that a statewide policy is needed on employees taking data away from the office. Baron Rodriguez volunteered to help with such an effort. An acceptable use draft is in progress but does not address this kind of issue specifically. The state is also discussing a PC encryption policy. Nothing formal has been done yet. Ben Berry asked if CIOs are working on encryption policies in general. ODOT is currently developing one specifically for laptops. Revenue is also working on an encryption policy.

There are some concerns about the PCs on location at the SDC for the rotational staff. If the SDC returns all of these to the agencies and purchases new PCs, the agencies will bear the

financial cost. The CIOs need to decide how they want to handle this.

The committee was in general agreement that PCs need to be returned to the agencies and the SDC should purchase new equipment. What was budgeted as S&S should be used. PCs were never in-scope for the asset transfers. It was noted that the SDC S&S budget does not account for all new PCs for all employees each year.

Next Meeting: Monday, July 10, 2006

**Executive Building (DAS West)
Conference Room B
1 to 3 p.m.**