



## CNIC Steering Committee – Meeting Minutes - Date: July 17, 2006

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

Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Bill Crowell, Stan McClain, Herb Riley, Jeff Smith, David Yandell.

Governing Board representatives present: Kris Kautz, Mike Marsh.

Others Present: Julie Bozzi, Mike Dawson, Kari Ensminger, Erin Haney, Raelynn Henson, Barbara Jensen, Keith Kohan, Jerry Korson, Sarah Miller, Kathryn Naugle, Merrilyn Nixon, Mark Reyer.

### Review/Approval of Minutes, Action Items, Standing Items

One revision was requested to the draft July 10 minutes: On page one under agency move scorecards, “working with the Department of Housing” should read “working with Veterans’ Affairs.”

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

#### Action Items from June 5 were reviewed for open items:

Action 5: “Scope of Software Licensing” should be added to the next Steering Committee agenda; closed.

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

#### Action Items from July 10 were reviewed for open items:

Action 1: Ben will rework the CNIC success document based on the committee’s comments; pending. This will be brought back once the finance component is added.

Action 2: Ben will rework the charter with the recommended changes; closed. The committee quickly reviewed the edits making a few minor changes. Ben plans to present the charter to the Governing Board for review once the board makes a decision regarding the governance model.

**Action 1:** Stan McClain and Ben Berry will compose a brief comparison of the newly written Advisory Board charter and the originally approved governance model to accompany the charter during its presentation to the board.

Action 3: Stan McClain will provide a contact to Ken Disbrow to acquire information on the previous lessons learned initiative; closed.

### Human Resources

Jerry Korson reported. The SDC management team has completed the process regarding candidate selection and is ready to offer positions. The HR managers from each agency will be notified this Thursday. Following the HR meeting candidates will be notified individually by managers regarding whether they are being offered a position or not (will occur Thursday-Friday). Offer letters will then be sent to candidates’ home address. Due to vacations, some may not receive notice until Monday (7/24). The offer letters will identify a date by which candidates must respond to accept the offer. Staff accepting a position with the SDC must submit a resignation letter to their agency. The acceptance response cannot serve a dual purpose as a resignation notice. Agency HR departments will be working with candidates not offered SDC positions.

For agencies, most phase out dates for positions have already passed (agencies are predominantly carrying people right now). The Finance Committee is working to reconcile the budget implications for this issue. Employees wishing to apply in round two must be state employees of the 12 CNIC agencies. It was suggested that a conversation needs to occur amongst the CIOs with a possible recommendation thereafter to the Governing Board before layoffs begin. There was discussion about how round two will work for those not offered positions in round one.



**Action 2:** Bill Crowell will coordinate efforts with HR to determine if a recommendation needs to be made to the Governing Board for handling round two hires and layoffs.

Jerry announced he is taking another position. Marilyn Nixon was introduced; she will be taking Jerry's personnel management position. Marilyn has been involved in a lot of the HR processes for this project and Jerry anticipates a smooth transition. The committee thanked Jerry for his hard work and project support.

### **Software Licensing Update**

Barbara Jensen reported. The information provided to the SDC regarding software licensing is sufficient. If questions arise, the team will be in contact with the agencies accordingly.

Major issues with licensing on the mainframe are currently being addressed. The current plan is to amend and align all contracts on the mainframe. Barbara anticipates that a new contract will begin on October 1. A one-time licensing upgrade will be due and monthly recurring charges will be increased. This is the unbudgeted one million dollars (approximately) that Mark Reyer referred to at a previous Governing Board meeting.

Other licensing information is being collected from DHS, ODOT, OED and DAS. Validation will be done on the information and then operations will be reviewed in order to understand if there are any software license consolidations that can be done to achieve savings. Agency assessments will be reconciled accordingly but this will take some time as everything must first be well documented.

### **Defining CNIC Success - What does it look like and how is it measured?**

Ben Berry reported that updates are being made to this document and it will be presented once they are complete.

### **Future Opportunities and Business Case Strategy**

Curt Amo discussed the Steering Committee's list of "future opportunities" that has been collected and retained on the committee's agendas. The expectation was that the committee would begin to

address some of these opportunities this fall. For each one there are many items to consider. Given the recent successful migrations, Curt Amo proposed that the committee consider putting together a process, team or point person to propose a strategy to addressing the opportunities. A solid evaluation criteria of what makes up a shared service is needed.

**Decision:** Curt Amo will chair a task force (including Stan McClain, Bill Crowell, Julie Bozzi) to work with Mark Reyer in determining criteria for the Steering Committee to use in identifying future opportunities that fall in line with shared services. The importance of considering these opportunities in conjunction with agencies' business criteria was noted. The opportunities also need to be prioritized.

### **Scope Inclusion Process**

Julie Bozzi distributed a draft scope inclusion process. Until now only a scope exclusions process has been in place. The committee reviewed the proposed process. This is not an SDC *service request* process. A service request will involve an agency requesting a service that is already in-scope at the SDC that the agency wants to utilize. The interactive voice recognition system that Revenue originally identified as out of scope is a good example of something that would need to go through the scope inclusion process. The process involves bringing the item(s) to the Steering Committee. This is because some inclusions could have a financial impact on other agencies.

Julie spoke about the role of the SDC account planners. Their role will be to work closely with agencies on all topics including new services or decommissioning equipment that agency business no longer needs.

Bill Crowell stated that he would like to test the process with two DHS AS400 boxes that were out of scope but supported by in-scope staff. At this point Bill believes these systems either need to be brought back in scope or that an assistance agreement needs to be put in place. Bill will work with Sarah Miller on these issues.



**Action 3:** Members are to review the inclusions process draft and provide feedback to Julie Bozzi.

**Comments and CIO Assistance**

Mark Reyer had no additional items.

**Additional Discussion/Roundtable/Rumor Control**

A rumor has surfaced that there is a no-candidate list (for people who are not getting job offers) that has been leaked to personnel. This is not true as no such list exists. Another rumor is that offer letters have already gone out to some employees; this is also not true.

**Next Meeting: Monday, July 31, 2006  
State Data Center  
Large Conference Room  
1 to 3 p.m.**