

Attendees:

<b>Agency:</b>	<b>Board Representative:</b>	<b>CIO or Representative:</b>
DAS	Laurie Warner	Don Fleming
DCBS	Cory Streisinger	Dan Adelman
Corrections		
Education		Mark Hunt
Employment	Greg Hickman	Curt Amo
Forestry		Dan Christensen
Housing & Community Services	Bob Repine	Bill Carpenter
Human Services	Clyde Saiki	Bill Crowell
State Police		David Yandell
Revenue	Elizabeth Harchenko	Stan McClain
ODOT	Mike Marsh	Ben Berry
Veterans' Affairs	Paula Brown	Herb Riley

Project Staff: Mike Freese, Keith Kohan, Mark Matson.

Accenture: Dean Willard, Juliene VanDerZeil.

Others: Debbie Bryant, Craig Cowan, Bill Fink, Bill Foster, Raelynn Henson, Cheryl Knottingham, Theresa Masse, Dallas Weyand.

**1. Opening Comments**

Laurie Warner brought the meeting to order.

Motion: Elizabeth Harchenko made a motion to approve the minutes of the Oct. 11, 2004 meeting. Paula Brown seconded and the motion passed unanimously.

**JLCIMT Update**

Laurie Warner thanked everyone for offering testimony at the last minute. Committee members expressed anticipated savings in 05-07 and this hearing was a great opportunity to clarify that savings are not expected until 07-09. Rep Gallegos stressed the importance of documentation to prove the project produced the anticipated savings.

Dallas Weyand also thanked agencies for participating. Dallas reported that the co-chairs are pleased with the review and support the project going forward.

**2. Steering Committee Update**

Curt Amo reported the Steering Committee is working on the PD and developing a process for recruiting the Data Center Director. The charter for the technical work groups is being finalized as well.

Elizabeth Harchenko requested that the finalized recruitment plan be shared with the Governing Board. Elizabeth also asked for confirmation that the interview process will address both business and technical experience (which it will).

Laurie Warner reported that SEIU responded to the state's letter of intent to move forward with CNIC and has demanded to bargain the impact of this decision. Sue Wilson stated a 90-day timeframe begins at the first meeting. Mike Freese stated that when Stage Zero is complete, the CIOs will know what is in or out of scope. This will help the Steering Committee identify affected staff.

A proposed strategy for human resources was distributed. **Motion:** Elizabeth Harchenko made a motion to approve the Human Resources Strategy presented by the Steering Committee. Mike Marsh seconded and the motion passed unanimously.

### **3. Project Manager's Report**

Mike Freese reported the process of strengthening the Project Manager's Office has begun by adding more project managers. The Senior Project Manager will be recruited from within existing agencies. The technical staff will begin participating in the Architecture Design and Detail Design stages. Mike distributed a high level overview and timeline for Phase II of the project.

### **4. Finance Committee Progress**

Bill Fink reported the Finance Committee is currently reviewing the different cost allocation matrix from each agency. They are doing this to learn the different cost allocation principles used by each participating agency. When this exercise is complete, the Finance Committee will draft a cost allocation principles document to present to the Governing Board.

### **5. Governance Model**

Laurie Warner and Elizabeth Harchenko presented for Max Williams who was unable to attend. The Governance Model Subcommittee presented a draft Governance Model for the Governing Board to review and approve. The suggested chain of report would be the Data Center Director reporting to one individual, the DAS Director. The Governing Board would consist of CNIC agency directors who would be responsible for large aspects such as budget and charge-back models. Eventually the board would meet annually (or at the call of the chair), however it is anticipated that initially, the board will meet more frequently. A smaller Executive Committee would meet monthly to review and approve key policy and finance issues. The Steering Committee (agency CIOs) will become the CIO Advisory Board. CIOs would meet monthly with the SDC Director to review and/or advise on technical and major operational issues.

The center would be supported by the infrastructure within DAS. Agencies would communicate concerns to the Data Center Director who would bring them to the CIO Advisory Board; issues would be elevated to the Governing Board as needed. It was noted that agencies are welcome to bring concerns to the CIO Advisory Board or Governing Board at any time. Additionally, agencies not serving on the Executive Committee are welcome to attend exec meetings at any time. The consensus after discussion was to approve the Governance Model as recommended by the Governance Model Subcommittee. One correction was noted: adding Education to the service rotation.

**Motion:** Elizabeth Harchenko made a motion to approve the Governance Model; Mike Marsh seconded the motion. The motion passed unanimously.

### **6. Other Issues**

Ground Breaking: The event is scheduled for Nov. 18, 2004 from 1:30 to 2:30 p.m. Suggestions regarding the event should be e-mailed to Mike Beard.

### **Next Meeting**

Monday, December 13, 2004, 3 – 4:30 p.m.  
DAS West ~ Conference Room A

Submitted by: Cheryl Knottingham, DAS IRMD Administration.