

Cross Agency Partnership: Full Task Force

Meeting Minutes

# February 15, 2018

|  |  |
| --- | --- |
| Present: | Inta Morris, Pierre Powell, Stephanie Veck, Julia Pirnack, Brian Pool, Fred Franko, Trevor Williams, Andy Tucker, Twyla Esquibel, Dan Streeter, Megan McDermott, Sarah Leopold, LeeDel Cohenour, Twyla Esquibel |
| Next meeting: | Doodle poll for reoccurring monthly meetings at set time and March meeting |
|  | Location: 1560 Broadway, Suite 1600 & conference line |

## Introduction

An overview of the proposed agenda for the meeting was provided including:

* Approve minutes from the January 17, 2018 meeting (approved)
* Revisit Vision & Governance Principals, funding status
* Implementation Plan updates
  + Charter
  + Activity Matrix
  + Outcomes Discussion
  + Communications
* RFP vs. RFI discussion
* Branding

## Discussion

**Vision, Governance, Funding**

The taskforce revisited the initiative schedule related to the funding streams available. It was clarified that the $500,000 in agency funding commitments were to be used for keeping the current CIC.org website up and running supported during the July to December 2018 timeframe. If the decision to build the new product is made, funding for that development during FY2019 will need to be found. If decommissioning, the $500K includes working through that process. Julia reiterated that all outreach staff, with the exception of the outreach director and office manager, have found new positions or have been laid off (except the DOC- and DHS-funded positions), so expenses are at the minimum level while still able to support the websites.

It is hoped that the go-forward decision will be reached no later than mid-May. The discussion regarding RFP vs. RFI held later in the meeting will bear upon this timeline.

**Implementation Plan Updates**

**Charter**

The Task force was informed that Diane Duffy has left CDHE and Pierre Powell, incoming COO at DHE, was introduced. There has been correspondence and a remaining few items left to adjust on the Charter. An update will be provided during the next meeting.

**Activity Matrix**

The current version of the Activity Matrix was shown to the taskforce. This matrix represents the activities currently available on CIC as well as additional requested activities that could be deployed in the new product. Several suggestions were made regarding how to provide additional information about each activity within the matrix to allow for more clarity for those completing it. It was suggested that the matrix, along with instructions, be sent to agency leadership for a review of the programs/funding streams so that any missing programs/funding at the state level could be added to the programs already cited on the Matrix.

**Outcomes Discussion**

The taskforce discussed the outcomes and milestones expected over the next few months.

**Communications**

Megan outlined recent communications that had been sent and those upcoming, including work to create a one-sheet for the initiative. The importance of having a consistent set of questions for the one-on-one and focus group participants, including value of the product, how much the entity may be able to bear in terms of cost, as well as plans if CIC goes away, was emphasized and agreed to. Staff has set up a tracking spreadsheet for communications work that will be updated on a constant basis. Several e-mail blasts will be sent to the superintendent list as well as selected other lists to request one-on-ones with district leadership. In addition, three focus groups will be set up with the CIC user base. These sessions will be scripted so that responses can be tracked and analyzed. We are focusing on rural districts predominantly. There are also multiple meetings scheduled with other stakeholders from various organizations that have expressed concern or interest

**RFI vs. RFP**

The task force was asked their opinion regarding whether it would be better to release a Request for Information (RFI) to interested vendors rather than go immediately to a Request for Proposal (RFP). The advantages of an RFI, including speed to prepare, speed to answer, and the availability of more solid implementation strategies from vendors, was discussed. The concern of timely completion of the project appeared to be offset by the ability to get more information more quickly, especially with regard to preparing a viable package for potential funders or legislators and before the ultimate decision must be made to continue or not.

**Branding**

The need to brand the product was questioned; all agree that it is not necessary at this time. However, it was pointed out that it would be advantageous to have a name for the partnership initiative itself since it is difficult to describe currently in meeting announcements and other correspondence.

## Action Items Outstanding

**Pierre and Inta** will work with the DHE accounting staff and the various agencies to accomplish moving the funding commitments to the DHE.

**Charter** final drafting and signature round will continue.

**Julia** will continue to meet with professionals and subject matter experts, as well as the sub-committees as necessary, to finalize activity matrix, journey maps and design package in preparation for the RFI.

**Mark** will continue to explore the work OIT is doing on a common portal for individual state records and/or discuss the project with other vendors that may have applicable product(s).

**Product/Services sub-committee** will discuss how to categorize assessments and which are important to include as part of the product mix. In addition, “journey maps” for the archetypes important to each agency, will need review and approval.

**Communications sub-committee** will continue to work on informing stakeholders about CIC status and work of the task force.

**All** will send vendor recommendations for the RFI process and a list of individuals to whom the activity matrix could be sent if the agency does not wish to do that themselves.

**All** were encouraged to consider information about the task force as part of a table or presentation at upcoming conferences when a one-sheet is available.

**All** will continue to think of a name for the initiative.

**All** will respond to the Doodle Poll ASAP for the next and reoccurring meeting time,

**Vision**

Colorado delivers a sustainable, modern and personalized web-based service that securely stores and organizes education, training and career planning information.

We enable students, families, job seekers, professionals and other stakeholders to explore and navigate relevant education, training and career pathway options.

Our team demonstrates multi-agency collaboration using career pathway web-based services and data integration to holistically support stakeholders.