

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
January 23, 2007

Chairperson Wm. Art Holdsworth called the meeting to order at 2:03 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Patricia Davis, Scott Oppmann, Wm. Art Holdsworth, Larry Doyle, Jack Becher, Keith Sawdon, Todd Birkle, Cathy Shallal, Maureen Kraus

Members Absent: Mike Sturm, Dr. Tom Gordon, Nancy Scarlet

Others Present: Chithra Chakrapani, Ed Poisson, Kevin Bertram, Janette McKenna, Mike Wilk, Kari Schmalzel, Dale Kukla, Jim Taylor, Adam Ritchie, Dawn Siegel, Phil Bertolini

Holdsworth called the meeting to order and began by distributing a copy of the agenda.

I. Approval of Minutes from October 24, 2006

Motioned by Birkle, supported by Becher to approve the minutes of October 24, 2006. Motion carried unanimously on a voice vote.

II. Approval of Agenda for January 23, 2007

Motioned by Birkle, supported by Becher to approve the agenda of January 23, 2007. Motion carried unanimously on a voice vote.

III. Review Quarterly Status Report

1. Vacant Position Report Status

McKenna began the review of the Quarterly Status Report by referencing the Vacant Position Report (ref. Page B.7) which reflects 8 vacant positions. The Project Manager-eGovernment position will be filled May 5, 2007. Currently have a 5.5% vacancy rate and plan for 5%. Six vacancies were reported last quarter.

2. eGovernment Project Status

Taylor continued with the eGovernment review (ref Page A.19-23).

eGovernment Services LG Support & Maintenance 2007-2008	
Activity	Status
Program Services	In February will be conducting Disaster Recovery testing.

eGovernment Services LG 2007-2008	
Project Priority #	Status
01	On hold.
02	No activity. Will complete in April.
02A	Started last quarter. Moved to qa environment. Will be moved to production in February.
03	Started last quarter. Will go live in March.
04	Completed last quarter. Upgrading portal to SharePoint.
05	A new project that will offer podcasts on the County website and be able to download to a pda device. Will go live February 1, 2007.
06	Launched new Google search appliance. It can highlight certain products. The search traffic on the county site has increased 10%.
07	Modified menu structure to be more user friendly.
08	Researching new tools and strategies.
09	Build Data Warehouse. Currently at Corp Counsel for final review.
10	No activity.
11	Modified a few reports. 12 hours used.
12	No activity.

3. Internal Services Status

McKenna and Oppmann continued with a review of Internal Services Status (ref Page A.24-27).

Internal Service LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
IS PMO Planned System Maint & Upgrades	Clarity database upgrade and MicroSoft patch deployment.

Internal Services LG 2007-2008	
Project Priority #	Status
01	Planning for full county implementation to be complete in April.
02	Developing TTK for local governments. Will be complete in May-June 2007.
03	Project is progressing. March 16 is the go live date. Will be able to submit work order requests via the web.
04	Moving from PVCS to Open Source. Will launch mid-February for internal developers. Bug tracking tool.
08	New initiative. Creation of reports to manage projects.
05-07,09-14	No Activity.

4. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.28-33).

Technical Systems LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
DBA	Retired one server. Microsoft patch deployment completed last quarter.
Network Services	Performed semi-annual disaster recovery test last quarter.
PBX	No activity.
Server Admin	Mirapoint upgrade in progress. 2 of 5 servers upgraded. All Microsoft patches through the December patch release have been deployed. On the current release of updates for Dell servers. The Linux patch deployment is up to date. In the initial planning stage for the backup system upgrade.
Technical Ops	Will begin planning for the next disaster recovery in February.
Workstation Services	Standard monitoring of Emergency Cyber Response. McAfee cleanup is also standard process to identify new viruses. Deployed to all workstations.
DR Plan Phase 2	Finalizing deliverable. Locate email appliance at South Oakland. Will reduce recovery from days to hours.
FY07 XP Workstation	More than 500 PCs have been upgraded.
Legacy WAN	Began pilot phase installations. Full implantation later.

Technical Systems LG 2007-2008	
Project Priority #	Status
01	Completed last quarter. 25 users using old email address. Will still be active through July. A broadcast message will be sent. Reminder—change all forms before July 2007.
02	Completed last quarter.
03	Extended a couple months. Developing services selection matrix—what services we will support.
04	Consolidation project. Began solution development phase.
05	Began initial planning. Consolidation of functions. Monitoring servers. Will have a single point of contact.
06	No activity.
07	No activity.
07A	Evaluating standard framework for security management. Will adopt one and perform risk analysis.
08	Began initial planning. Consolidating products to deploy/configure workstation services.
09	No activity.
10	Implemented public wireless point at Oakland Airport.
11	3 enhancements completed.

12	No activity.
13	1 enhancement in progress.
14-15	No activity.

Davis questioned whether the webmail url address will be updated. Bertolini stated that it already has been changed to the new address and is ready for use. He suggested that all favorites be changed to <https://mail.oakgov.com/wm>

5. Planned Maintenance/Upgrades Review

Chakrapani provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.6-7).

Finance/Admin LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
Reimbursement 2006 Tax Intercept Process	Completed.
PSFT Recruitment Module Upgrade	Planning to go live with online application February 20, 2007 for summer applications. Depts will have the capability to print applications. No CDs will be distributed this year.
TRE Bottomline System Upgrade	Just started to get task lists. Will complete in next two months.

6. Master Plan Analysis and Activity Status

Chakrapani and Siegel continued with a review of the Master Plan Activities (ref. Pages A.8-11).

Master Plan Activity	
Project Priority #	Status
01	1563 unassigned hours from the original 12,600 hrs allocated for Phase II plus the hours to interface Kronos to PeopleSoft (135 hrs) to add up 1828 hrs carried over to 2007.
01B	Minimal involvement.
01C	Phase II is 63% complete. Strategic Sourcing module is being implemented.
01D	1,145 hours remain.
02	Extended end date to finish data entry. Finishing statistical reports.
05	Wellness Initiative implemented. 1 task left. Received \$30K from Board. Allocation adjustment needed to attach funding. Equates to approximately 245 hours.
06	Process to allow records to import to Omnirim. In negotiations.
07	No activity. To be completed later.
08	Tax updates applied to HRMS module. Discussion on whether

	this is to be considered a maintenance item. It is not.
14	Identify filling inventory system. January 26 th proposals are due back.
16	A minor enhancement.
19	6 requests completed.
20	No activity.
21	7 requests received. 3 completed.
26	2 requests received. 1 completed.

McKenna reviewed the Master Plan Analysis (ref. Page C.1) A 12.5% for the 2 year Master Plan period has been set. The Finance/Admin group total delivery is currently at 9%. There is an 11% delivery department-wide. Activity is expected to pick up next quarter.

Discussion on target deliveries at end of Master Plan period. Becher expressed a concern over not reaching a 100% target at the end of the Master Plan period. McKenna stated that sometimes departments do not make new requests against the hours and the budget is not used. Delivery rates and hours are watched very closely. Unused hours can be diverted elsewhere.

IV. Open Requests

Holdsworth presented one open request (rev. Page A. 11) of the Reimbursement System Replacement-Analysis. Plante-Moran is to find a new Reimbursement System. Hours for IT assistance are included. Plante-Moran will let us know if there is a system that will meet our needs. We expect to know within 3 to 4 months. Will need to go to the Board for funding. Approximate cost for Plante-Moran is \$67K. 614 hours of IT effort available through the resolution.

Discussion on prioritization. Holdsworth will look up the resolution and will convert to hours. Then prioritization will be determined. Will take priority over projects with no activity in the first quarter. Holdsworth will initiate an email vote on priority with exact number of hours. McKenna will deploy the ROI to the web for the group to review. Tentative priority set as 07.

No new open requests.

V. Treasurer Enhancement Budget Request

Holdsworth received new request to increase enhancement hours (ref. Page A.10-11). No additional hours to give to new requests. Need to “skim” hours from other projects. Shallal offered to give 50 hours from project 22 Human Resources Enhancement Budget. Hours currently tied to the old Recruitment System. 75 hours will be taken from project 25 Fiscal Services Enhancement Budget.

125 total Enhancement hours to be reallocated. (See next agenda item for action taken.)

VI. PeopleSoft/OutlookSoft Enhancement Budget Request

Holdsworth received new request to increase enhancement hours (ref. Page A.10-11).

Action taken: Motioned by Becher, supported by Shallal to allocate 100 hours to Treasurer and 25 hours to OutlookSoft. Motion carried unanimously on a voice vote.

VII. Other/New Business

None.

IX. Next Meeting Date

Next regularly scheduled meeting is April 24, 2007 at 2:00 p.m. in Information Technology's conference room 126-127.

X. Adjourn

Holdsworth adjourned the meeting at 3:14 p.m.