

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
January 24, 2006

Chairperson Birkle called the meeting to order at 2:05 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Todd Birkle, Patricia Davis, Scott Oppmann, Keith Sawdon, Art Holdsworth, Cathy Shallal

Members Absent: Gina Bohn, Nancy Scarlet

Others Present: Kevin Bertram, Chithra Chakrapani, Janette McKenna, Jim Taylor, Phil Bertolini, Ed Sager, Mike Wilk, Kari Schmalzel

I. Approval of Minutes from October 25, 2005

Motioned by Sawdon, supported by Oppmann to approve the minutes of October 25, 2005. Motion carried unanimously on a voice vote.

II. Approval of Agenda for January 24, 2006

Added agenda item IV.B. *Continuation of PeopleSoft Rollout*. Motioned by Sawdon to approve the agenda of January 24, 2006. Motion carried unanimously on a voice vote.

III. Review Quarterly Status Report

A. Vacant Position Report Status

Janette McKenna began the review of the Quarterly Status Report by referencing the Vacant Position Report (ref. Page B.6) which reflects 4 vacancies total. An additional vacancy of Supervisor was noted in the Application Services Division. Two vacancies have been filled.

B. Common Services Project Status

McKenna continued with a review of the Common Services Projects (ref Page A.23-30).

Common Services-DW/EA LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
Informatica Upgrade	Building servers for Informatica.
Trillium Upgrade	Upgrading same time as Informatica.

Common Services Leadership Group-DW/EA	
Project Priority #	Status
01	Completed last quarter.
02	95% complete
03	Now sourcing Land Gateway database.

Taylor continued with eGovernment review (ref Page A.28-30).

Common Services-eGovernment LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
WebTrends Upgrade 1	Software replaced by Urchin last quarter. Now in production.
TeamSite	TeamSite upgraded. Next quarter the new version will be up.

Common Services Leadership Group-eGovernment	
Project Priority #	Status
00	Complete
01	Waiting for approval of Remote Access Policy. Financials is now linked to Portal. Forgotten password functionality is now available.
02	Complete
03	February 8 th , www.oakgov.com rolls out.
04	February 8 th , www.oakgov.com rolls out.

C. Technical Systems and Networking Division Status

Kevin Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A. 40-44).

Technical Systems LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
DBA	Standard quarterly reviews.
Network Services	Regular upgrades and antivirus software. Tested restore of catalogs.
Server Admin	Upgraded system and installed mail hurdle. Pack 4 of MicroSoft installed. Offloads spam before it hits the network. Started planning for Ace server v5.2 and VPN upgrade. Migrated to new power distribution unit.
Workstation Services	Began upgrade of old Gateways to Intergraphs.

DR Plan	Completed. Developing DR toolkits.
External Firewall Review	Began last quarter. In the architecture and design development stage. Began initial planning for T1 replacement. Approximately 20 T1 connections now under vendor service.

Technical Systems and Networking Division	
Project Priority #	Status
00	Completed last quarter.
01	Completed last quarter.
02	Completed last quarter.
03	Completed last quarter.
03A	Completed last quarter.
04	Completed installation and testing. Working on documentation.
05	Completing prototype. Need thick and thin devices combo strategy.
06	Near final phase. Automates install of patches from MicroSoft. Internal communicates in progress.
07-10	Initial planning. No activity.
11	6 enhancements completed. 5 in progress.
12	1 enhancement completed. 2 in progress.
13-14	No activity.

D. Internal Services Project Status

McKenna (ref Page A.47). Project Management Niku, now Clarity (name change).

Oppmann (ref Page A.48). Wireless Oakland Program is currently negotiating contracts. Received approval from five pilot communities. Met with legal representation. Met with the City of Troy for a formal kick-off last week.

McKenna (ref Page A. 48). Service Center had some issues with the vendor. Kicking off again this week. Reviewing RFP responses from private sector. Second goal will be to hold PC training.

Oppmann (ref Page A.49). Looking at best available source code management software for Application Change Management System. Three of four demonstrations were held last week.

E. Review Master Plan Activity Status

Chithra Chakrapani provided an update on Finance/Admin Leadership Group activities (ref. Pages A.7-13). Holdsworth inquired on when the implementation phase of PeopleSoft ends and the support phase begins. Chakrapani stated that the Enhancement budget is available and will be charged if an enhancement is

needed. McKenna indicated that all logged support issues will need to be tagged as "support" items. Once a project is closed, it is then in support mode. Oppmann agreed that all work items will need to be classified.

Master Plan Activity	
Project Priority #	Status
00	Complete
01	Complete
02	12,600 hours allocated to Phase II
02A	Complete
02B	Complete
02C	99% complete. Reports project is still going.
02D	Complete
02E	Complete
02F	29% complete. Specs from end users still needed.
02G	500 additional hours needed.
02H	Complete
02I	Complete
02J	2 tasks remaining: system documentation and knowledge transfer.
02K	Phase III is on hold indefinitely.
02L	264 hours left.
04	No activity.
05	Applied all tax updates for 2005.
06	Completed. 2 mods to be implemented.
07	Complete, but needs to be formally signed off.
08	Closing the project. Remaining hours will be identified with a new project.
09	Enhancements on hold.
10	Enhancements on hold.
11-18	No Activity

F. Master Plan Analysis Status

McKenna reviewed the Master Plan Analysis (ref. Page C.1) 62.5% is the current target for the 2 year Master Plan period. The Finance/Admin group delivery is at 52%, but will be going up next quarter due to the HRMS upgrade. There is a 67% delivery overall.

IV. New Business

A. RFP for New Reimbursement System (approve for sizing)

(ref. Page A.12)

Holdsworth stated that they are currently looking at what is out in the market and then will decide how they will customize from there. Chakrapani commented that Macomb County had a product but had problems with implementing. Oppmann suggested doing a "Buy vs. Build" analysis.

Note: The ROI was distributed to the group via email prior to the meeting.

B. Continuation of PeopleSoft Rollout (ref. Page A.11)

The budget scope for priority item #08 has been fulfilled with a positive variance. The remaining 200-300 hours in the project will be used to roll out other e-apps. Chakrapani and Shallal will email an ROI to the group as requested by Sawdon. The group will then decide how to proceed with sizing and approval of the ROI.

V. Balance Allocations

No changes to balance allocations were made.

VI. Other Business

Memo distributed to the group laying out the timeline for the 2007/2008 Master Plan. Also available on the website. October 1, 2006, the new Master Plan starts. Now is the time to be thinking about future projects.

VII. Adjourn

Next regularly scheduled meeting is April 25, 2006 at 2:00 p.m. in Information Technology's conference room 126-127.

Motion to adjourn by Sawdon, supported by Holdsworth. Meeting adjourned at 3:08 p.m.