

FINANCE/ADMINISTRATION LEADERSHIP GROUP

Meeting Minutes January 27, 2009

Chairperson Wm. Art Holdsworth called the meeting to order at 2:04 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Wm. Art Holdsworth, Cathy Shallal, Garth Wootten, Patricia Davis, George Miller, Todd Birkle, Sue Danhausen

Members Absent: Nancy Scarlet, Sandy Johnson, Larry Doyle, Maureen Kraus, Dr. Tom Gordon,

Others Present: Kevin Bertram, Janette McKenna, Jim Taylor, Kristy Slosson, Dawn Siegel, Ed Sager, Janet Brinker, Ed Poisson, Phil Bertolini, Leigh-Anne Mehnert, Kathy Forzley

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

I. Approval of Minutes from October 28, 2008

Minutes approved unanimously on a voice vote.

II. Approval of Agenda for January 27, 2009

Agenda approved 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.6) which reflects 7 vacant positions; there are no plans to fill the positions at this point due to the hiring freeze. The vacancy rate is at 4% overall (had planned for 5) and 6% in Application Services which serves this team.

2. eGovernment Project Status

Sager and Taylor continued with the eGovernment review (ref Page A.24-28).

eGovernment Services LG Support & Maintenance 2009-2010	
Activity	Status
Enterprise Portal upgrade	Pilots were launched for the new SharePoint portal in IT and Health and Human Services. The rest of the County will go live in February.
01	Completed last quarter. 12,000 digital assets are in repository. This is where our photos and logos are – without the trademark “R” we give documents away. Ensure staff are aware of this.
02	Expanding for larger use within tax communities for water bills.
03	Putting out an RFP in the next 2 weeks for multimedia hosting for audio and video. This would be used for residents who don’t have broadband.
04	Determining business requirements.

3. Internal Services Status

McKenna continued with a review of Internal Services Status (ref Page A.29-A.33).

Internal Service LG Planned Maintenance & Upgrades 2009-2010	
Activity	Status
Service Desk Management	The knowledge documents have been implemented.

4. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.34-41).

Technical Systems LG Planned Maintenance & Upgrades 2009-2010	
Activity	Status

Technical Systems LG 2009-2010	
Project Priority #	Status
00	Completed last quarter. Standards are in place across the board for smart phones. Employees can now call the service center for support with smart phone issues.
05	Completed inventory last quarter. Next phase will have department liaisons assist with locating equipment.
07	Completed implementation last quarter. There is one last deliverable that is being wrapped up.
08	Completed initial planning. This project will streamline and consolidate software to allow for less labor intensive efforts in the install, update and configure processes. This project was just kicked off.

5. Planned Maintenance/Upgrades Review

Taylor provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.8-9).

Finance/Admin LG Planned Maintenance & Upgrades 2009-2010	
Activity	Status
PSFT Financials upgrade to version 9.0	Working on post production implementation.
PSFT HRMS Upgrade to 9.0	Detailed plan for HR completed.

6. Master Plan Analysis and Activity Status

Taylor and Siegel continued with a review of the Master Plan Activities (ref. Pages A.10-13).

Master Plan Activity	
Project Priority #	Status
01	Completed pending one minor modification. Close February.
02	Placed on hold.
03	Data files sent to the company to work on.

04	Carry over from last master plan. Finalized requirements and completing analysis document.
05	On hold until after the 9.0 upgrade.
08	No update. On hold per customer
09	Expanding current web application for county items. Business requirements done. Moving on to the system design phase.
15	Slight modifications to 2009 steps program.
22	Moved 45 hours from Unallocated Enhancement Budget to this project (PH EB) See action taken below in V.
26	Field master application modifications.

McKenna reviewed the Master Plan Analysis (ref. Page C.1) for 2009-2010. The Finance/Admin group completed 13% of Enhancements, 17% for Planned Maintenance and Upgrades, and 8% for Support/Maintenance. Overall department delivery was 13%. Total IT delivery to all departments was 13%.

IV. Discussion of New Requests / New Business

1. OCHD School Reporting Portal

This project will create a school communication portal to enhance the communication between Oakland County and the school districts on communicable disease reporting. This is 100% grant funded.

Action taken: Motioned by Miller supported by Birkle to size the project at 703 hours and assign a priority of 04. Motion carried unanimously on a voice vote.

2. OCHD Nursing IRMS Implementation

Sizing is in process. An eVote will be sent in the next couple of weeks recommending a priority of 05 be assigned to this project.

V. Other/New Business

WIC Program moving to Web Based System – Request for additional hours

The WIC web based system project currently has 50 hours allocated. A request was made for an additional 45 hours in order to have the project completed by mid February 2009.

Action taken: Motioned by Birkle, supported by Miller to take 45 hours from the Finance/Admin unallocated enhancement budget and place it in the Public Health EB #22. Motion carried unanimously on a voice vote.

VI. Next Meeting Date

Next scheduled meeting is April 28, 2009 at 2:00 p.m. in Information Technology's conference room 126-127.

VII. Adjourn

Holdsworth adjourned the meeting at 2:38 p.m.