

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
January 29, 2008

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: Wm. Art Holdsworth, Cathy Shallal, Dr. Tom Gordon, Jack Becher, Scott Oppmann, Todd Birkle, Patricia Davis, Keith Sawdon

Members Absent: Mike Sturm, Nancy Scarlet, Sandy Johnson, Larry Doyle, Maureen Kraus

Others Present: Chithra Chakrapani, Kevin Bertram, Janette McKenna, Mike Wilk, Dale Kukla, Jim Taylor, Kristy Slosson, Dawn Siegel, Ed Sager, Janet Brinker, Ed Poisson, Phil Bertolini, Rick Perry, Jerry Cadreau, Leigh-Anne Mehnert

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

I. Approval of Minutes from October 25, 2007

Minutes approved unanimously on a voice vote.

II. Approval of Agenda for January 29, 2008

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.7) which reflects 3 vacant positions; there are no plans to fill the positions at this point due to the hiring freeze. The vacancy rate is still under 5%.

2. eGovernment Project Status

Sager and Taylor continued with the eGovernment review (ref Page A.23-26).

eGovernment Services LG Support & Maintenance 2007-2008	
Activity	Status
PeopleSoft portal upgrade	Hired 2 people to assist with the upgrade.
Board of Comm Webcasting	Received the RFP's and have it narrowed down to three. Presented to the BOC and will meet back.
07	Sent bid out and analyzing results.
08	Continuing to improve the usability and design of the website. Developed and launched three websites; two of those were Brooksie Way and the Schrauger project.
09	Finalized the handbook for IT development team. Added electronic checks for the ordering of birth/death certificates and maps. The ecommerce handbook, modified screens to contain multi-lines and allow for the ability to give partial credits. Implementation of password/login standards across county.
10	Standard for data modeling complete. Developing prototype for historical data modeling.
13	Modifications to tax profile product.

3. Internal Services Status

Oppmann and McKenna continued with a review of Internal Services Status (ref Page A.30-A.31).

Internal Service LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
IS PMO Planned System Maint & Upgrades	Upgrading Clarity to version 8 – analysis being completed.

Internal Services LG 2007-2008	
Project Priority #	Status
02	Working on draft toolkit for the community, hope to have near the end of February.
06	Deployment will not take place until funding is received.
07	Need to apply patches first and hope to make progress by next quarter. Expanding knowledge documents in repository. Goal to include as many documents as possible to limit the number of incidents filed.
08	Developing a web system to allow authorized providers to complete requisitions completely online. New online process should streamline the process for professional service vendors.

4. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.34-37).

Technical Systems LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
EOL Equipment Replacement	Identified equipment and completed replacement.
Microsoft Patch Deployment	Security patches deployed to all servers and workstations.
eTrust Identity/Minder Patches	Latest agent runs on servers was updated last quarter.
Dell – Server Firmware Upgrade	Implemented last quarter.

Technical Systems LG 2007-2008	
Project Priority #	Status
04	Put on hold due to budget.
05A	Continued support of equipment as departments move to various new buildings. One building move at the Courthouse; west wing to tower.
05B	This project was just started up again.
07	Completed initial draft and finalizing to wrap up Microsoft based project coordination effort across department.
08	Finish up proof of concept to plan remainder of project.
09A	Completed initial draft of what service will be provided. Monitoring the number of services to get staff assigned in attempt to avoid service interruptions.
11B	No activity.

5. Planned Maintenance/Upgrades Review

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

Finance/Admin LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
PSFT Financials upgrade to ver 9.0	Customer testing continues.
PSFT Financials Tools Upgrade	This upgrade coincides with the application upgrade. Will be implemented when the application upgrade is implemented in production.
PSFT Financials - Apply Bundles & Maint. Packs 2007	Applied Maintenance Pack 1 & 2.
OutlookSoft - Application Upgrade	On Hold.
PSFT Financials - Upgrade Oracle database from 9i to 10G	Starting back up again with upgrade next quarter.
Finance/Admin LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
PSFT Financials - 2007 1099 Processing	Will start in January 2008.
REM Reimbursement 2007 Tax Intercept Process	Getting ready to send the tax intercept information to the State.
PSFT PeopleSoft HRMS Apply Fixes & Updates Bundles	Applying as needed.
PSFT Enterprise Portal Apply Fixes, Bundles, maint.packs	No activity.
PSFT HRMS People Tools Upgrade	No activity.
PSFT HRMS 2007 W2 & 1099R Processing	Started in January, will complete by March.
PSFT Enterprise Portal Tools Upgrade	No activity.
PSFT Enterprise Portal Application Upgrade	No activity.
DR Disaster Recovery Testing	Participated in the disaster recovery testing in September.
PER Migrate the PER001 Database to another platform	Did not need to do this migration.
TRE Bottomline System Upgrade	Complete.
Sympro System upgrade	Vendor supported application - Working with end user to upgrade the application.
Legacy Financial Data migration	Complete.

6. Master Plan Analysis and Activity Status

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

Master Plan Activity	
Project Priority #	Status
01-06	Complete.
07	Completed RFP – seven proposals received. Completed initial analysis of RFPs.
08	Complete.
09	Unit testing done. Service provider testing.
10	Department expanded requirements
11	Put forth an RFP, releasing this quarter. Determine if purchasing or internal development.
12	All taxes applied in production.
13	Installed in December.
14	Complete.
15	ICMA reviewing file.
16	Customer decided to wait, releasing hours.
17	No activity.
18	Complete.
19	Hold needs funding.
20 - 24	No activity.
25	5 completed
26 - 29	No activity.
30	Currently working on.
31	1 completed.
32	No activity.

McKenna reviewed the Master Plan Analysis (ref. Page C.1). The Finance/Admin group has completed 32% of Enhancements. Planned Maintenance and Upgrades are 57% complete. Support/Maintenance is 70 % complete. Overall department delivery is 58% which is below target delivery. 62.5% is the target if equal delivery each quarter. We are 1 year and 3 months into the master plan.

McKenna stated that if you add in the PPHS and Absence management project it would bring the percentage under new development/enhancements up to 40% from the 32% currently showing. There are approximately 1,600 enhancement budget hours where no requests have been submitted, therefore delivery cannot be achieved. Group discussed monitoring Enhancement Budgets closely and using hours for other projects if requests are not forthcoming.

IV. Discussion of New Requests / New Business

1. Absence Management Module Implementation, close project and release hours

Holding off until 2009/2010. Project closed and hours released.

2. Continuous Cash Register Monitoring, size estimate and priority

The Auditing Division would like a system that allows for the ability to view the electronic journal files on a daily basis and a report to summarize cashier activity. The summary reports will allow the Auditing Division to monitor and identify suspicious activities, track trends and report on activities without impacting daily operations. The majority of work is to be performed by GLDS. Information Technology is to provide the FTP server and access to the server by the Auditing Division to remove the back-up files. The County does not currently back-up these transactions.

Oppmann recommended creating an auditing enhancement budget allocating 100 hours. Priority of 19 assigned.

Action taken: Motioned by Shallal, supported by Birkle to create an Auditing Enhancement Budget for 100 hours and give a priority of 19. Motion carried unanimously on a voice vote.

3. E-Learning, size estimate presentation – Gordon

Gordon explained that Health and Human Services would like to implement a training suite of products so employees and volunteers can effectively be trained according to federally established guidelines. Courses would be developed and administered completely online. Training is currently administered through SkillsSoft. The project would be grant funded and the grant should cover long term operational costs. The IT hours needed for this project is 326 and was assigned a priority of 10.

Action taken: Motioned by Gordon, supported by Shallal for 326 hours and a priority of 10. Motion carried unanimously on a voice vote.

4. OCHD OakDocs, request to size – Gordon

This project has been postponed and will be placed in next master plan.

5. OCME Enhancements for Mass Fatality – Gordon/Perry

Perry explained the need to have an application to use in case of a mass fatality. This would enhance the use of the current system to the internet and through wireless network. Taking the current office system and put it on the internet with a PDA interface. This is sponsored by Health and Human Services and Emergency Response and Preparedness. The goal is to make this a regional approach to get funding. The project will be put on hold, pending funding.

Action taken: Motioned by Beecher, supported by Gordon to move to open requests, pending funding. Motion carried unanimously on a voice vote.

6. Public Auction Web Registration – Birkle

Cadreau explained the need to provide an online registration for the public auction that is held two times a year. Currently there are extremely long lines that people stand in to get pre-registered. The web registration will streamline the pre-registration process and allow people to get in an express line, thus saving time. Reallocate 319 hours and given priority of 16.

Action taken: Motioned by Birkle, supported by Gordon to reallocate 319 hours and given priority of 16. Motion carried unanimously on a voice vote.

7. Wellness Subscription Services – Shallal

Shallal described the project goal to develop an email subscription service for employees to register to receive email reminders pertaining to the wellness program. This would save set-up time in creating the various groups to get the mass emails out to employees. Shallal indicated there might be funds in the wellness budget. Oppman mentioned Jim Taylor's group is working on a project that might be able to incorporate the email subscription service.

Action taken: Motioned by Beecher, supported by Gordon for it to be sized. Motion carried unanimously on a voice vote.

8. Salary Forecast Program Enhancement Project (increase in hours) – Holdsworth

Holdsworth explained the need to increase the hours to include an additional 330 hours which would bring the project total up to 836. This is needed to re-write the existing program for improved accuracy in forecasting, especially with the current budget situation.

Action taken: Motioned by Shallal, supported by Gordon to increase the project hours by 330, bringing the project total hours to 836. Motion carried unanimously on a voice vote.

V. Other/New Business

None.

VI. Next Meeting Date

Next regularly scheduled meeting is April 29, 2008 at 2:00 p.m. in Information Technology's conference room 126-127.

VII. Adjourn

Holdsworth adjourned the meeting at 3:19 p.m.