

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
April 24, 2007

Chairperson Wm. Art Holdsworth called the meeting to order at 2:34 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Patricia Davis, Scott Oppmann, Wm. Art Holdsworth, Larry Doyle, Keith Sawdon, Todd Birkle, Cathy Shallal, Maureen Krauss, Dr. Tom Gordon, Rochelle Meacham

Members Absent: Mike Sturm, Jack Becher, Nancy Scarlet, Sandy Johnson

Others Present: Chithra Chakrapani, Ed Sager, Ed Poisson, Kevin Bertram, Janette McKenna, Mike Wilk, Dale Kukla, Jim Taylor, Adam Ritchie, Greg Kwasnik, Leigh-Anne Mehnert

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

I. Approval of Minutes from January 23, 2007

Motioned by Sawdon, supported by Dr. Gordon to approve the minutes of January 23, 2007. Motion carried unanimously on a voice vote.

II. Approval of Agenda for April 24, 2007

Motioned by Krauss, supported by Sawdon to approve the agenda of April 24, 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-Application Services position will be filled mid May 2007. One Application Analyst Programmer II position will be filled by early May 2007. Including the two positions to be filled in May there is less than a 5.5% vacancy rate and plan for 5%. Seven vacancies were reported last quarter.

2. eGovernment Project Status

Taylor and Sager continued with the eGovernment review (ref Page A.20-23).

eGovernment Services LG Support & Maintenance 2007-2008	
Activity	Status

Program Services	Upgrades to servers, software and data warehouses.
eGovernment Services LG 2007-2008	
Project Priority #	Status
01	Re-scoping PCI assessment to become PCI certified. Will no longer require on-site audits.
02	No activity.
02A	Complete. Moved 62 credit card products into 1 security zone.
03	Final Stages. Resolution to board at end of April and then six weeks to approval. Will go live in June.
04	No Activity.
05	Complete. Introduced in February. Next step will be to advertise for internal/external use.
06	Researching MSU email subscription service. User would have ability to sign-up and receive specific alerts via email.
07	No activity.
08	Researching new tools and strategies to reduce cost.
09	No activity.
10	Completed documentation. Waiting for 2 contractor signatures in order to file with corporate office.
11	Modified sourcing and will no longer read data mainframe system.
12	No activity.
13	No activity.

3. Internal Services Status

McKenna and Oppmann continued with a review of Internal Services Status (ref Page A.25-27).

Internal Service LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
IS PMO Planned System Maint & Upgrades	Upgraded database server.

Internal Services LG 2007-2008	
Project Priority #	Status
01	½ of phase 1 fully operational. Will be complete and fully deployed by mid-May.
02	1 st draft will be complete by June and 2 nd draft by Aug/Sept.
03	Completed loading data and will be live first week of May. Departments will submit work orders via the web.
04	Migrated source code from PVCS. New system and process will be released to departments last week of April.

07	Developing reports and improvements. Modifying process.
05-06,08-12	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.29-33).

Technical Systems LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
Disaster Recovery Testing	Tested 50 county applications.
Daylight Savings Time Patch	Successful with minimal impact.
Mirapoint Hardware	Complete hardware upgrade.
Microsoft Patch Deployment	Complete through February.
CLMSF File Server	Replaced File server and FTP server.
Workstation Services	Workstation patches complete through March.
DR Plan Phase 2	Migrated redundant devices from South.
FY07 XP Workstation	Implemented approximately 960 devices including notebook PCs.

Technical Systems LG 2007-2008	
Project Priority #	Status
01	No activity.
02	No activity.
03	Complete – need IT management approval.
04	New project. Incorporating MicroSoft products and upgrading current products.
05	Test environment complete – started testing.
06	No activity.
07	No activity.
08A	Standardizing ISO. Conducting risk management survey and new projects will follow based on survey results.
09	No activity.
10	No activity.
11	Enhancements completed last quarter.
12-15	No activity.

5. Planned Maintenance/Upgrades Review

Chakrapani provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.7-8).

Finance/Admin LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
PSFT Financials upgrade to 9.0	On Hold - Will release test instance by July.
FS Convert Accounting Access DB from '97 to '00	Completed.
PSFT Financials – 2006 1099 Processing	Completed.
Tax Intercept Process	Completed.
PSFT HRMS Apply Fixes & Updates	Applied fix to test instance, not moving forward.
PSFT HRMS People Tools Upgrade	Upgraded database, not continuing.
PSFT Recruitment Module Upgrade	Planning to go live with online application April 30, 2007. Employees must apply through Self Service. Job search email notification available based on job families.
PSFT HRMS 2006 W2 & 1099 Processing	Upgraded in February.
Daylight Savings Time Patch	Completed.
TRE Bottomline System Upgrade	Built test environment, requires additional user testing.
Legacy Financial Data Migration	Priority reduced; need to move to permanent database.
Oracle Upgrade	Created test database.

6. Master Plan Analysis and Activity Status

Chakrapani and Oppman continued with a review of the Master Plan Activities (ref. Pages A.9-12).

Master Plan Activity	
Project Priority #	Status
01	Project closed, exhausted funding.
01A	On hold.
01B	Completed.
02	Closed - Kronos Interface at Children's Village.
03	Will close next quarter.
04	Completed.
05	Completed.
06	Nearly complete.
07	Will complete mid-May.

08	Working with Plante and Moran to find replacement package solution.
09	Will start late 2007.
10-15	No activity.
16	Evaluated RFP responses. Requires a site visit by the Print Shop to Grand Valley State University.
17-22	No activity.
23	Working on.
24-25	No activity.

McKenna reviewed the Master Plan Analysis (ref. Page C.1) We are 25% of the way through the plan. The Finance/Admin group has completed 11% of Enhancements. Planned Maintenance and Upgrades are 20% complete. Support/Maintenance is 27 % complete. The total for the group is 19% and 25% is the target if equal delivery each quarter.

Discussion on target deliveries at end of Master Plan period. Oppman stated several reasons the group may be below the target is because there have been no requests made from the enhancement budget and several large projects have yet to begin, including PPHS and Archive Performance Series.

IV. Open Requests

Doyle presented one open request to size Board of Commissioners Webcasting. Commissioners have received questions about why their meetings are not available via videotape or other media outlet. There are currently several cities including Novi, Rochester and Troy that webcast meetings. One difference between the local government meetings and the Board of Commissioners meetings is the additional standing committee meetings that take place at the county. Webcasting would need to be developed for both the standing committee meetings in Committee Room A and Board of Commissioner meetings in the Auditorium.

Discussion on sizing. Holdsworth stated every attempt should be made to facilitate the process for this project. Poisson explained that once webcasting is developed it may be used throughout the county to communicate topics of interest. McKenna described the possible need to have an interim meeting to set project priority. Poisson stated it will take 45 days to complete the evaluation and report back to the committee. Birkle pointed out that the project would be fully funded by the board. McKenna stated that the customer did the initial Return on Investment, but if project moves forward the county would complete the full ROI.

Action taken: Motioned by Sawdon, supported by Birkle to size Board of Commissioners Webcasting. Motion carried unanimously on a voice vote.

V. PeopleSoft/OutlookSoft Enhancement Budget Request

Holdsworth explained there has not been much activity on this enhancement. There have been problems with OutlookSoft, they will be looking at different options, and making a decision in the near future on whether or not to continue with OutlookSoft. More information will be available next quarter.

VI. Other/New Business

None.

VII. Next Meeting Date

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

VIII. Adjourn

Holdsworth adjourned the meeting at 3:18 p.m.