

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
April 25, 2006

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

Members Present: Todd Birkle, Patricia Davis, Scott Oppmann, Art Holdsworth, Nancy Scarlet

Members Absent: Gina Bohn, Keith Sawdon, Cathy Shallal

Others Present: Kevin Bertram, Chithra Chakrapani, Janette McKenna, Phil Bertolini, Ed Sager, Mike Wilk, Kari Schmalzel, Sudha Maheshwari, Ed Poisson

I. Approval of Minutes from January 24, 2006

Motioned by Oppmann, supported by Holdsworth to approve the minutes of January 24, 2006. Motion carried unanimously on a voice vote.

II. Approval of Agenda for April 25, 2006

Motioned by Holdsworth, supported by Oppmann to approve the agenda of April 25, 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 3 vacancies total. Four vacancies have been filled. Six vacancies were reported last quarter.

B. Common Services Project Status

Ed Sager continued with a review of the Common Services Projects (ref Page A.24-31).

Common Services-DW/EA LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
Trillium Patches	Patches applied.
Data Warehouse Upgrade	Moved to new servers. Will be in full production next week.
Trillium Upgrade	Version 6.5 will be in production this week.

Common Services Leadership Group-DW/EA	
Project Priority #	Status
01	Complete
02	55% complete, inhouse improvements
03	Minor enhancements, load processes easier to maintain

Sager continued with eGovernment review (ref Page A.29-31).

Common Services-eGovernment LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
Netegrity Upgrade	Should be completed this quarter.
TeamSite	Upgrade has started.
Netegrity Patches	Patches applied.

Common Services Leadership Group-eGovernment	
Project Priority #	Status
00	Complete
01	Remote Access project is now complete.
02	Complete
03	Refresh completed last quarter.
04	Complete. New URL is now easier to remember. Planning on also changing email addresses in the future.

Kevin Bertram explained that the migration to the new email addresses will begin to launch in May. They will be sending communications to all of the departments. Sometime in the future the old addresses will be shut down. Currently, Printing is not authorized to print the new oakgov email addresses.

C. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A. 42-48).

Technical Systems LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
DBA	HP/Oracle migrating applications and consolidating.
Network Services	Security Device latest upgrades applied. Third quarter complete. Reviewed firewall rules. CLEMIS security patch updates applied.
PBX	West Oaks ACD installed. CCMIS (Call Center Mgmt) upgraded last quarter.
Server Admin	WhatUpGold server monitoring software upgraded. Active Directory has been upgraded. IBM mainframe upgrade was started last quarter. Citrix (for thin clients) upgrading to newest

	release.
Technical Ops	Forensic Lab upgrading hardware for evaluation.
Workstation Services	WSUS using automated service to supply security patches.
DR Plan Phase 1	Trained all staff in recovery procedures.
DR Plan Phase 2	Initial planning has begun.
External Firewall Review	Only documentation remaining.
Legacy WAN	Just starting. Currently waiting on equipment.
XP Workstation	In the initial planning stage, finalizing the approach.

Technical Systems and Networking Division	
Project Priority #	Status
04	Scope change last quarter. Adding verbiage to protect County against lawsuits. User must accept or deny. Verbiage being prepared by Corporation Counsel. Have delayed development until this function is turned on.
05	Combining with the XP project. Communication will be going out to all the departments.
06	Deployed 200+ servers. Need to have education session with IT supervision.
07	Started requirements gathering.
08	Completed initial planning.
09	Completed initial planning.
10	3 enhancements completed.
11	2 enhancements completed.
12	1 enhancement completed.
13	0 enhancements completed.

D. Internal Services Project Status

McKenna (ref Page A.49). Clarity migration, manages projects internally, had a major upgrade last quarter.

Oppmann (ref Page A.50). Seven pilot communities will go live this summer as part of the Wireless Oakland Program. Full implementation will follow. Communities are receiving agreements. PNB is developing a telecommunications toolkit with model language for the Master Plan. It should be done by the end of this year. PC/Technology training will be the 2nd goal for later this summer.

McKenna (ref Page A. 50). Service Center is prototyping with teams.

Oppmann (ref Page A.51). Harvest from CA has been selected and is in contract negotiation. This migration to the new tool will help with reliability and quality.

E. Review Master Plan Activity Status

Chithra Chakrapani provided an update on Finance/Admin Leadership Group activities (ref. Pages A.8-14).

Finance/Admin LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
REM Reimbursement	90% in 4 th quarter
CS Fleet Mgmt	Complete
PSFT HRMS	Reapplying fixes until the end of next month, then moving to production.
PeopleTools Upgrade	Is incorporated in the HRMS upgrade. Will be moving to Windows.
Bottomline	Complete
Harris' Billing	Project given to a different team.
Maximo	Complete
HRMS Upgrade	27% complete. Waiting for customer testing. Moving to production in September.

Master Plan Activity	
Project Priority #	Status
00	Complete
01	Complete
02	12,600 hours allocated to Phase II
02A	Complete
02B	Complete
02C	Complete
02D	Complete
02E	Complete
02F	Complete
02G	200 hours to cover tasks not included in the above projects but are still within the scope of the overall implementation. Additional 500 hrs added to address issues within scope. 41% complete.
02H	Complete
02I	Complete
02J	83% complete. Still reviewing system documentation.
02K	Phase III is on hold indefinitely.
02L	DR toolkit, data extraction program development are yet to start.
02M	889 unassigned hours. Positive variance at end of Phase II. The extra money could be used for internal tech support, but may need to be reallocated. Will need to address these funds.

03	Complete
04	Mandated project. Going for IT Steering Committee approval on Wednesday.
05	No activity.
06	78% complete.
07	Complete
08	Vendor installed software on server. Currently in user acceptance testing phase.
09	Complete
12	4 requests received during 2 nd quarter. Completed 2.
14	1 request received. Work in progress.
16	9 requests received. Work in progress on all.
10-11,13,15,17-19	No Activity
20	Need to validate ROI's and check with sponsor. Then can resize in June to present in July. This project never got started and needs to be revisited/resized.

F. Master Plan Analysis Status

McKenna reviewed the Master Plan Analysis (ref. Page C.1) 75% is the current target for the 2 year Master Plan period. The Finance/Admin group delivery is at 70%. There is a 80% delivery overall.

Discussion on CLEMIS-Radio Group at 183% as of 03/31/06. Expended hours due to service charges. Have not had a reallocation yet. The original allocation was just staff time and has not been adjusted.

IV. New Business

A. 2007-2008 Plan

1. Human Resource Projects

a. ePerformance: ROI distributed to group. Scope was sent via email prior to the meeting.

b. Absence Management: ROI distributed to group. Scope was sent via email prior to the meeting.

c. Retirement Health Savings Plan Online Enrollment: Scope was sent via email prior to the meeting. Will be changed from Enhancement to New Development. Chithra Chakrapani and Judy Fandale will provide an ROI.

d. Archive Performance Series Time & Labor: Scope was sent via email prior to the meeting. Will be changed from Planned System Maintenance to a New Development.

Motioned by Scarlet to approve projects, supported by Davis. Motion carried unanimously on a voice vote.

2. Record Retention/Court Records Input

B. Approve for sizing Print/Mail DataBase

ROI is not yet completed. There are 350 hours in the Enhancement budget for Support Services. RFP is coming from the outside. Will be asking for IT Assistance. Birkle will email the group for approval with the project scope and ROI. Will then prioritize the project.

V. Balance Allocations

There is currently a 270 positive balance. No changes to balance allocations were made.

VI. Other Business

A. On Line Votes

1. PeopleSoft EAPPS Rollout- 314 Hours with a priority 8.
2. Wellness Challenge Web Application- 150 Hours with a priority of 5.

VII. Adjourn

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

Motion to adjourn by Bertolini, supported by Scarlet. Meeting adjourned.