

**FINANCE/ADMINISTRATION LEADERSHIP GROUP**  
**Meeting Minutes**  
**April 26, 2005**

Chairperson Birkle called the meeting to order at 2:01 p.m. in Room 126/127 of the Information Technology Building.

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

Members Absent: Gina Bohn, Art Holdsworth

Others Present: Chithra Chakrapani, Ed Poisson, Janette McKenna, Kevin Bertram, Mike Wilk, Phil Bertolini, Tim Soave

**I. Approval of Minutes from January 25, 2005**

Motioned by Sawdon, supported by Shallal to approve the minutes of January 25, 2005. Motion carried unanimously on a voice vote. No discussion.

**Approval of Agenda for April 26, 2005**

Todd Birkle presented an agenda for the meeting. Motioned by Oppmann, supported by Sawdon to approve the agenda of April 26, 2005.

**II. 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. Nine vacancies were reported last quarter.

*B. Technical Systems and Networking Division Status*

Kevin Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.27-30).

<b>Technical Systems LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
DBA	Last test was in March.
Network Services	CLEMIS, anti-virus protection, is ongoing.
Server Admin	Mirapoint, email provisioning, upgraded and moved to production. Easier to support.
Workstation Services	McAfee virus protection software upgrades are continuing. Installed on workstations.
	WinInstall auto deploy patches and software ready to move to production in about 1 month. Currently doing the final testing.
DR Plan	Ongoing maintenance for each of the client servers. Now have a standard for documenting procedures. Project started in December. IT is responsible for 110 client server applications.

<b>Technical Systems and Networking Division</b>	
<b>Project Priority #</b>	<b>Status</b>
00	Remaining installs on hold.
01	Almost complete. Waterford District Court will be ready in the next couple weeks.
02	Retiring the old file servers. Approximately 12 departments have converted to I, J, K drives. The last department will be done by mid-June.
03	On hold. Waiting for Active Directory implementation.
04	In the Technical Design phase. Will have enhanced security and be able to report on intrusion detection easier. The South Oakland DR site is building up redundancy to speed up the ability to get things up quickly during a disaster. Need to set priorities and map the process for what should come back up first.
08	1 enhancement completed.
09	5 enhancements completed.
05-07, 10	No Activity.

*C. Review Master Plan Activity Status*

Chithra Chakrapani provided an update on Finance/Admin Leadership group activities (ref. Pages A.5-8).

<b>Master Plan Activity</b>	
<b>Project Priority #</b>	<b>Status</b>
00	Complete. Need to quantify savings.
01	Complete
02	12,600 hours allocated to Phase II.
02A	Complete
02B	55% Complete
04	Applied 05-TAX A.
05	The eCare and EIS modules are on hold. Working on setting up automatic payment. Final testing for Check payment. Waiting on National City to set up software for automatic credit card payment.
06	OmniRim package selected. In process of defining server requirements.
07	Completed most tasks. Some tasks temporarily on hold.
08	2 requests received, work in progress.
09	4 requests received, work in progress.
14	8 requests received, work in progress.
03,10-13, 15	No Activity

*D. Master Plan Analysis Status*

McKenna reviewed the Master Plan Analysis (ref. Page C.1) 25% is the target for 1/4 way through the 2 year Master Plan period. There is a 18% delivery overall.

**III. Project Prioritization**

No new projects or changes to prioritization. No discussion.

**IV. Other Business**

No discussion.

**V. Adjourn**

Next regularly scheduled meeting is July 26, 2005 at 2:00 p.m. in Information Technology's conference room 126-127.

Motion to adjourn by Sawdon, supported by Oppmann.

Meeting adjourned at 2:35 p.m.