

FINANCE/ADMINISTRATION LEADERSHIP GROUP

Meeting Minutes April 28, 2009

Member Larry Doyle called the meeting to order at 2:02 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Wm. Art Holdsworth, Cathy Shallal, Garth Wootten, Patricia Davis, Larry Doyle, Sue Danhausen

Members Absent: Nancy Scarlet, Sandy Johnson, Maureen Kraus, George Miller, Todd Birkle

Others Present: Kevin Bertram, Janette McKenna, Jim Taylor, Kristy Slosson, Dawn Siegel, Janet Brinker, Ed Poisson, Phil Bertolini, Leigh-Anne Stafford, Tim Soave, Chithra Chakrapani

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

I. Approval of Minutes from January 27, 2009

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 stated there has been no change to the status report since last quarter. The Vacant Position Report (ref. Page B.6) reflects 7 vacant positions which is unchanged from last quarter. There are no plans to fill the positions at this point due to the hiring freeze. The vacancy rate is planned for 5% and is currently at 4% overall.

2. eGovernment Project Status

Sager and Taylor continued with the eGovernment review (ref Page A.25-29).

eGovernment Services LG Support & Maintenance 2009-2010	
Activity	Status
Enterprise Portal upgrade	This was completed last quarter.
02	Beginning development.
03	Completed the RFP and working on implementation.
05	Working on design contents.

3. Internal Services Status

McKenna continued with a review of Internal Services Status (ref Page A.30-A.34).

Internal Service LG Planned Maintenance & Upgrades 2009-2010	
Activity	Status
01	Currently working on the work orders for phones.
02	New project started in March. This project will allow incident management to flow through the service center. Incidents with trends will allow us to look further for root cause and develop process and procedures around it.
04	This copyright module will be shared with the State.. Working with Corporation Counsel to finalize.

4. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.35-43).

Technical Systems LG Planned Maintenance & Upgrades 2009-2010	
Activity	Status
05	In final phase of the project. Working with 49 business units across County to find remaining items from the asset inventory. The liaisons are working with the service center and project should wrap up at the end of May. Nine are completed as of today.
07	Completed implementation last quarter. Replaced infrastructure for hot spots to provide additional capacity and reliability with the campus wireless.
08	Analyzing how to implement software electronically. Within the next 12 months will be upgrading the 2007 Microsoft tool.

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 2009-2010	
Activity	Status
PSFT Financials Salary Forecast for 2009	Working with Fiscal Services on this program, very close to completion.
Reimbursement convert hard copy print jobs	Printing hard copies for now and working on how to get this as an on-line tool.
PSFT HRMS W2 and 1099 processing	Completed.
Tax updates	Applied A and B.
PSFT HRMS Upgrade to 9.0 Part I	Complete
PSFT HRMS Upgrade to 9.0 Part II	Currently working on.

6. Master Plan Analysis and Activity Status

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

Master Plan Activity	
Project Priority #	Status
01	Completed in February as a pilot. Rolling out to all schools in the Fall.
02	Received grant money, currently working with the Health Department on evaluating vendor packages and conduct site visits where software has been implemented.
03	Complete.
04	This is a phase II to project 01. Enhancing web application and providing more of a collaboration tool. Done by August.
05	Configuring IT Service Center to accept printed application requests. Using existing software.
10	Enhanced application to facilitate sale and check out process. Application in production and finalizing customer training.
16	Minor enhancements performed.
17	Completed 1 request
18	Completed 2 requests
19	Working on 1 request
20	2 requests, completed 1
23	Implementing wireless access for WIC program/office.
27	Working on an enhancement that would allow the tracking of fuel usage for making future projections.

McKenna reviewed the Master Plan Analysis (ref. Page C.1) for 2009-2010. The Finance/Admin group completed 23% of Enhancements, 30% for Planned Maintenance and Upgrades, and 18% for Support/Maintenance. Overall department delivery was 23%. Total IT delivery to all departments was 25%.

IV. Discussion of New Requests / New Business

1. OCHD Nursing IRMS Implementation

Need to complete the PPHS project first to ensure the vendor meets criteria for grant compliance. Once the PPHS project is complete, then we can size this request. An eVote will be sent in the next couple of weeks recommending a priority of 05 be assigned to this project.

Action taken: Motioned by Doyle, supported by Shallal for approval to request an evote. Motioned by Shallal, supported by Danheusen to make this project a priority 05 pending approval from the group. Motion carried unanimously on a voice vote.

V. Other/New Business

SCAO Requirements for Accounts Receivable Reports – Circuit and Juvenile Court

There has been a change in reporting requirements set forth by the SCAO. There are standardized reporting systems for both the Circuit and Juvenile Court pertaining to accounts receivables. The SCAO is requiring electronic reports and has provided a deadline to make the change. Tim Soave requested a size estimate for this report change as well as a request for an electronic vote.

Action taken: Motioned by Shallal, supported by Davis for approval to request an evote to take place for sizing of this project. Motion carried unanimously on a voice vote.

VI. Next Meeting Date

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

VII. Adjourn

Doyle adjourned the meeting at 2:40 p.m.