

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
April 29, 2008

Chairperson Wm. Art Holdsworth 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, Dr. Tom Gordon, Jack Becher, Scott Oppmann, Todd Birkle, Patricia Davis, Keith Sawdon, Mike Sturm

Members Absent: 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, Jerry Cadreau, Leigh-Anne Mehnert, Pam Weipert, Tammi Shepherd, Steve Iannucci

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

I. Approval of Minutes from January 29, 2008

Minutes approved unanimously on a voice vote.

II. Approval of Agenda for April 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.6) 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.28-33).

eGovernment Services LG Support & Maintenance 2007-2008	
Activity	Status
PeopleSoft portal upgrade	Currently working on upgrade to SharePoint.
06	This was successfully installed. Uploaded 1100 assets and

	are well underway.
07	Finalizing contract and preparing for signature.
08	Continuing to improve the usability and design of the website. Working with MSU interns on marketing plan and focus group. Getting good information and data from focus group. Will wrap up at the end of May.
08A	Transformation video provides value to constituents – looking to finalize.
09	Finalized the handbook for IT development team, reviewed by application services team for adoption. Provided access to Parks and Recreation and Health. Created a method to test web service password security reset standards.
10	Several vendor presentations. Following up with customer to establish a needs assessment.
12	No Activity
13	No Activity
14	No Activity

3. *Internal Services Status*

Oppmann and McKenna continued with a review of Internal Services Status (ref Page A.34-A.39).

Internal Service LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
Service Desk Management – Patch Release 2008	Applying the service center patch, there are approximately 200 “bug” fixes that need to be addressed.

Internal Services LG 2007-2008	
Project Priority #	Status
02	Final draft on the technology toolkit. Publishing end of May.
06A	Deployment will not take place until funding is received.
07	Need to set up processes internally; there is a problem with the software and currently waiting for a fix. Expanding knowledge documents in repository. Goal to include as many documents as possible to limit the number of incidents filed.
09	Creating portlets behind the scene.

4. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.40-49).

Technical Systems LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
OAKNet Upgrade Maintenance 2006-2008	Last quarter for replacement of uninterrupted power supplies from local area network to wide area network.
Security Device/System Maintenance 2006-2008	Hot fixes – Direct access to internet. Reduce access for less risk.
Provisioning System upgrade - 2008	Operating system. Provides access and directories.
VMware Software Upgrade	Major upgrade encompasses all three components. Allows us to run multiple applications which helps to reduce costs.
Microsoft Patch Deployment	All implemented through February release of patches.
Dell Open Manage Software Upgrade	Deploy and configured all Dells. Upgraded to latest release.
Apply Microsoft Windows 2003 SP2	25 Servers upgraded.
CLEMIS – Rebuild backup system	Replaced back up servers.

Technical Systems LG 2007-2008	
Project Priority #	Status
07	Completed a detailed ROI.
08	This project is looking at leveraging the active directory. Continue to work on prototype and should wrap up in the next 2 weeks.
09A	Phase 1 completed initial draft for first line of personnel who monitor systems. This is to prevent service interruption and reduce time spent on outages.
11A	Wrapped up. Close this quarter.
11B	Next phase is to perform gap analysis.

5. Planned Maintenance/Upgrades Review

Chakrapani provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.9-11).

Finance/Admin LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
PSFT Financials upgrade to ver 9.0	Customer testing continues.
PSFT Financials - 2007 1099 Processing	Completed.
2006-2008 Land Implementation Services Planned System Maintenance & Upgrades	Actively working and should be able to migrate over in Mid June.
Count Your Steps Database Migration	Expended hours to migrate application to new SQL 2005 database.

6. Master Plan Analysis and Activity Status

Chakrapani and Siegel continued with a review of the Master Plan Activities (ref. Pages A.12-15).

Master Plan Activity	
Project Priority #	Status
01-06	Complete.
07	Placed on hold. Committee review and finalize.
10	Submitted RFP. Have proposals. Set up QA environment for training application for Health division. Create course and publish on-line. Health actively testing.
11	No Activity. Requirements keep changing. End user has final version to test.
12	Nursing side of Health department, have developed an RFP. Received and evaluated one response. Evaluating solution may need internal application developed by IT.
13	All applied. 2008 not out yet.
14	Complete.
15	Complete.
16	Complete.
17	Created website to pre-register. Went to production last week. 20 users registered to date.
18	Environment set up for HR.
19	Complete.
20	No activity.

21	No activity. Placed on hold. RFP proposals too high. IT gathering requirements to build. Need 770 hours. Appears to be similar to IT's Service Center. Will try to configure to the print shop's needs.
22	No activity.
23	Modifications made to Health's new timesheets.
25	Customizations for Garage's crystal reports.
26	Completed one.
27	7 out of 9 completed.
28-31	No activity
32	Received one request.
33 – 34	No activity.

McKenna reviewed the Master Plan Analysis (ref. Page C.1). The Finance/Admin group has completed 46% of Enhancements. Planned Maintenance and Upgrades are 66% complete. Support/Maintenance is 83 % complete. Overall department delivery is 70% which is below target delivery. 75% is the target if equal delivery each quarter. We are 1 year and 6 months into the master plan.

There are approximately 1,412 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

2009-10 Project Requests for Sizing

1. *PeopleSoft Absence Management Module(carry forward)*

Holding off until next master plan with new sizing.

2. *Reimbursement Legacy System Replacement (carry forward)*

Holding off until next master plan with new sizing.

3. *Purchasing OakDocs – Jack Smith*

The Purchasing Division would like to automate their current manual document management process to gain efficiency, enhance customer service levels and implement internal controls.

Action taken: Motioned by Becher, supported by Gordon for sizing of project. Motion carried unanimously on a voice vote.

4. Continuous Auditing – Pamela Weipert

The Auditing Division would like to develop a system that allows for a consistent approach to risk-oriented audit planning with continuous data-driven auditing processes to perform ongoing assessments of control and risk. A continuous auditing process helps to reduce error and fraud, increases efficiency and improves bottom line results.

Action taken: Motioned by Becher, supported by Gordon for sizing of project. Motion carried unanimously on a voice vote.

5. Audit Management System – Pamela Weipert

The Auditing Division would like to implement an audit management system to improve efficiency and productivity of the audit process. The system would provide the centralization of standard processes, best practices and resources such as the standardization of audit templates, reports and reviews. Auditing is asking for IT assistance to find out what system would best fit their needs.

Action taken: Motioned by Becher, supported by Gordon for sizing of project. Motion carried unanimously on a voice vote.

6. Mail Shop System – Todd Birkle

The mail shop would like to create a web based system that allows the input, update and completion of mail orders submitted to provide a more accurate billing and efficiency in order handling.

Action taken: Motioned by Becher, supported by Gordon for sizing of project. Motion carried unanimously on a voice vote.

7. Auction System – Todd Birkle

Support Services would like to create a web based system that allows the input of auction information and the check out of customers to provide a more efficient and accurate process. This would allow bids to be entered and calculated electronically, results of the auction would be immediate and there would be less manual work.

Action taken: Motioned by Becher, supported by Gordon for sizing of project. Motion carried unanimously on a voice vote.

8. OCHD Communicable Disease Reporting (no ROI Grant Funded)

The Health department would like to develop a web based communicable disease application for Oakland County schools to have the ability to enter weekly disease information online.

Action taken: Motioned by Becher, supported by Gordon for sizing of project. Motion carried unanimously on a voice vote.

9. COBRA Administration Module – Cathy Shallal

The project goal is to replace a shadow system with the PeopleSoft system. This will eliminate the current licensing fee and enable the Benefits unit of HR to process COBRA notices and track payments within the PeopleSoft system.

Action taken: Motioned by Becher, supported by Gordon for sizing of project. Motion carried unanimously on a voice vote.

2009-10 Project Requests Pending

10. Live Public Safety Feasibility Study – Mike Sturm

ERP would like to perform a study to determine the feasibility of creating a web based portal to host live video feeds from existing sources to provide EOC staff and local public safety agencies the ability to view live video feeds in real time from any location.

11. HR OakDocs

Human Resources would like to investigate and determine whether they can re-engineer their business process to completely automate the HR department's current paper document process to become more efficient for HR and other department staff.

12. Career and Succession Planning

Human Resources would like to implement PeopleSoft/Oracle Career and Succession Planning Module. This tool will allow employees to set up career path opportunities at various levels within the organization. HR would utilize the Succession Planning components to create a succession plan for each position and identify potential replacement for incumbents.

V. Other/New Business

Central Services Print Shop System

This request was previously approved to size, a build vs. buy analysis is required, the size estimate is not yet complete and will be presented back at a future meeting.

Reimbursement System Enhancements

250 hours were requested for reimbursement system enhancements.

Action taken: Motioned by Birkle, supported by Shallal for 250 hours. Motion carried unanimously on a voice vote.

VI. Next Meeting Date

Next scheduled meeting is June 3, 2008 at 2:00 p.m. in Information Technology's conference room 126-127.

VII. Adjourn

Holdsworth adjourned the meeting at 3:40 p.m.