

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
June 3, 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, Keith Sawdon, Larry Doyle

Members Absent: Nancy Scarlet, Sandy Johnson, Maureen Kraus, Todd Birkle, Patricia Davis, Mike Sturm

Others Present: Chithra Chakrapani, Janette McKenna, Mike Wilk, Kristy Slosson, Dawn Siegel, Janet Brinker, Ed Poisson, Leigh-Anne Mehnert, Steve Iannucci

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

I. Discussion of New Requests / New Business (Current and Future)

HR OakDocs (Request Sizing)

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.

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

Career and Succession Planning (Request Sizing)

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.

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

OCHD Communicable Disease Reporting (Review Sizing)

The Health department would like to develop a web based communicable disease application for 500 Oakland County schools to have the ability to enter weekly disease information into one secure online system. An ROI has been completed since the last meeting.

Action taken: Motioned by Gordon, supported by Becher to take 616 hours from Project #12 (PPHS Services Module) and give to the OCHD Communicable Disease Reporting project and assign a priority of 12, moving the PPHS Services Module Analysis to a priority of 13. Motion carried unanimously on a voice vote.

OCHD OakDocs Application

The Health Department would like to start this project in the next master plan and will refer it for sizing at that time.

Action taken: Motioned by Becher, supported by Gordon to refer this project for sizing in the next master plan. Motion carried unanimously on a voice vote.

III. Next Meeting Date

Next scheduled meeting is July 29, 2008 at 2:00 p.m. in Information Technology's conference room 126-127.

IV. Adjourn

Holdsworth adjourned the meeting at 2:42 p.m.