

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
July 24, 2007

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

Members Present: Scott Oppmann, Wm. Art Holdsworth, Larry Doyle, Keith Sawdon, Cathy Shallal, Maureen Krauss, Dr. Tom Gordon, Jack Becher

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

Others Present: Chithra Chakrapani, Kevin Bertram, Janette McKenna, Mike Wilk, Dale Kukla, Jim Taylor, Adam Ritchie, Dawn Siegel

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

I. Approval of Minutes from April 24, 2007

Motioned by Doyle, supported by Sawdon to approve the minutes of April 24, 2007. Motion carried unanimously on a voice vote.

II. Approval of Agenda for July 24, 2007

McKenna stated that Salary Forecast Program Enhancements, request for sizing should be added to the agenda after item #5 and before Other / New Business.

Motioned by Becher, supported by Shallal to approve the agenda of July 24, 2007. Motion carried 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.7) which reflects 4 vacant positions, all in the CLEMIS Division. The Office Assistant II position was filled last week. There is a 3% vacancy rate and plan for 5%. Eight vacancies were reported last quarter.

2. eGovernment Project Status

Kukla and Taylor continued with the eGovernment review (ref Page A.21-24).

eGovernment Services LG Support & Maintenance 2007-2008	
Activity	Status
Planned System Maintenance & Upgrades	Upgrades to web application databases and portlets. Applied various patches including a google search patch update, web and server patches.
eGovernment Services LG 2007-2008	
Project Priority #	Status
01	Final Stages. Entered documents to produce user handbook and policies guide.
02A	Entering final closeout phase to finish programming and achieve compliance. Will receive Visa and MasterCard certification.
03	Completed National Cash Management program. Board approved enhanced fee of \$2.50. Next step will be a soft launch of a delinquent tax product.
04	Complete.
05	Complete.
06	Completed requirements and RFP. Next step will be a recommendation and demonstration in August/September.
07	Completed work on Discount Dental program pages and online enrollment. Next step will be to refresh and improve the front page of the website.
08	Created a handbook for users to show them how to gain access to resources. Users will be able to print and email from the toolbar and subscribe to news or other information. Oakland County participated in and placed sixth in national online services survey.
09	Initiated a service oriented business intelligence committee.
10	Completed and turned over to Corporation Counsel.
11	Completed a new report for the District Courts and modifications for Sheriff's Office.
12	Modified to allow the display of digital photos. Automated the pay taxes application.
13	No activity.

3. Internal Services Status

Oppmann and McKenna continued with a review of Internal Services Status (ref Page A.26-30).

Internal Service LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
IS PMO Planned System Maint & Upgrades	Planned Maintenance for the past quarter involved applying patches and testing for the next version of Clarity, IT's Project Management System.

Internal Services LG 2007-2008	
Project Priority #	Status
01	20 square miles installed with greater than 8,000 subscribers and 5.5 million minutes of use. Working with MichTel for complete coverage and countywide rollout plan.
02	1 st draft will be complete by Labor day and 2 nd draft by early winter.
03	Working with vendor to correct issues. Creating Helpful Tips guide for users. Will continue to advertise.
05	Completed migration of PVCS to Subversion. Consolidated library to manage release process. Bugzilla is being used to track bugs and then that information is distributed to software team.

4. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.31-38).

Technical Systems LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
Mirapoint Hardware/Software Upgrade	Upgraded email and backup system to latest release.
Microsoft Patch Deployment	Applied all security patches through April.
Dell – Server Firmware Upgrade	Firmware upgraded and will deploy this quarter.
McAfee Suite Upgrade	Upgraded server and workstations from McAfee 8.0 to 8.5.
Workstation Services	Workstation patches complete through March.
FY07 XP Workstation	Nearly complete, only 2 machines remaining.
Legacy WAN Replacement	Working on a migration plan for communication hardware.

Technical Systems LG 2007-2008	
Project Priority #	Status
01	Complete.
02	Complete.
03	Supported hardware move to new Executive Office Building and communication upgrades.
04	Supported equipment and upgrades to old Executive Office Building.
05A-D	Continued support of equipment as departments move to various new buildings. Continuing to work with Facilities to refine moving dates.
07	Meeting with Microsoft to determine constraints and dependency moving forward.
08	Working to complete proof of project.
11A	Completed risk assessments and review to establish priorities.
11B	Planning for initial risk assessment.

5. Planned Maintenance/Upgrades Review

Chakrapani provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.7-8).

Finance/Admin LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
PSFT Financials upgrade to ver 8.9	Upgraded to 9.0 and released for testing.
FS Off Load Financial Data from Perf. Series and Perf. Exec	Completed proof of concept. Detail plan is going for approval Wednesday, 7/25/07.
FS Off load 1997 Financial Data from mainframe to CD	Completed. Customer is testing the data.
PSFT Financials Tools Upgrade	This upgrade is going with the Application Upgrade. Will be implemented in production when the application upgrade moves to production.
PSFT Financials – Apply Bundles & Maint Pack 2007	Will be applying Maint. Pack 1 with the financials upgrade.
PSFT Financials – Upgrade Oracle database 9i to 10g	Upgrade is being completed in two parts. First part, upgrading Oracle to ver 9.2.0.7, went to production on Jul 20 th . Second part, upgrading to 10g.
PSFT Upgrade Recruitment module	Moved to production in April.
PSFT HRMS Upgrade database from Oracle 9i to 10g	Customer is testing the Upgrade.
TRE Bottomline System Upgrade	Customer is testing the software.

6. Master Plan Analysis and Activity Status

Chakrapani and Siegel continued with a review of the Master Plan Activities (ref. Pages A.9-13).

Master Plan Activity	
Project Priority #	Status
01	Completed.
01A	Completed.
01B	Completed.
02	Completed.
03	Completed data entry. Final report for flu clinic locations being sent to Health Data Verification Team.
04-05	Completed.
06	Visa Gift Cards are currently being distributed. Project will be complete once Payroll includes the Cards amount as taxable income on employee W2 Wage & Tax Statements.
07	Implemented court document export.
08	Working with Plante & Moran to get requirements.
09	No activity.
10	Applied A and B tax updates in production. Testing C.
11	On-hold.
12-14	No activity this quarter
15	Creating query views for departments.
16	Evaluating RFP responses and completing on-site visits.
17	No activity.
18	Developed timesheet program and integrated with PeopleSoft.
19	No activity.
20	Customized crystal reports.
21	Received two requests – both completed.
22	Two requests received – completed work. Customer is testing the results.
23-26	No activity.
27	One request received – work in progress.
28-29	No activity.

McKenna reviewed the Master Plan Analysis (ref. Page C.1). The Finance/Admin group has completed 17% of Enhancements. Planned Maintenance and Upgrades are 39% complete. Support/Maintenance is 41 % complete. The total for the group is 32% and 37.5% is the target if equal delivery each quarter. A footnote has been added to show the expended hours due to power outages which occurred in December 2006 (DTE outage) and June 2007. The hours were used to get the Information Technology building back to full operation and will affect overall project delivery.

Discussion on target deliveries at end of Master Plan period. A trend was noticed by Becher and confirmed by Oppman that Support/Maintenance hours have increased over the last several master plans. It was noted that our systems are currently more efficient than in years past, but we continue to add more systems that require additional support and maintenance. Oppman stated the current delivery is below the target, but no requests have been made from the enhancement budget and several large projects have yet to begin.

IV. Open Requests

No discussion.

V. Board of Commissioners Webcasting

Taylor and Doyle explained the project was approved for sizing at the last meeting and approved to move forward with the development and issuance of an RFP via an e-mail vote initiated 6/19/07. The funding will come from the Facilities Fund and Special Project Fund. Future funding will need to come from the Board of Commissioners. The next step of the project will be to proceed with the RFP requirements, select vendor and negotiate contract.

Action taken: Motioned by Holdsworth, supported by Shallal to prioritize project as 7. Motion carried unanimously on a voice vote.

VI. Salary Forecast Program Enhancements

Holdsworth presented a new project to evaluate and re-write the existing Salary and Fringe Benefit Forecast program. This new program will improve accuracy in forecasting salaries and fringe benefits. The project scope, approach and the initial Return on Investment is included with the agenda, but will need to be updated based on a complete ROI. McKenna described the Leadership Group process for initiating an interim meeting or email vote to set project priority. Dr. Gordon requested that if this project could not wait until the October meeting that an interim meeting (not an e-vote) be called so that discussion can take place.

Action taken: Motioned by Becher, supported by Krauss to size Salary Forecast Program Enhancements. Motion carried unanimously on a voice vote.

VII. Other/New Business

None.

VIII. Next Meeting Date

Next regularly scheduled meeting is October 23, 2007 at 2:00 p.m. in Information Technology's conference room 126-127.

IX. Adjourn

Holdsworth adjourned the meeting at 2:57 p.m.