

**FINANCE/ADMINISTRATION LEADERSHIP GROUP**  
**Meeting Minutes**  
**July 25, 2006**

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

Members Present: Todd Birkle, Patricia Davis, Scott Oppmann, Art Holdsworth, Cathy Shallal, Larry Doyle, Jack Becher

Members Absent: Gina Bohn, Keith Sawdon, Nancy Scarlet, Mike Sturm, Maureen Kraus, Dr. Tom Gordon

Others Present: Kevin Bertram, Chithra Chakrapani, Janette McKenna, Ed Sager, Mike Wilk, Kari Schmalzel, Ed Poisson, Dale Kukla, Jim Taylor, Dawn Siegel, Janet Brinker, Leigh-Ane Mehnert, Rochelle Meacham, Jerry Cadreau, George Miller

Birkle called the meeting to order and began by introducing the new Leadership Group Representatives. All members and non-members in attendance introduced themselves to the group.

**I. Approval of Minutes from April 25, 2006**

Email minutes from April 25 through July 25, 2006 distributed to group via email prior to meeting.

Motioned by Holdsworth, supported by Shallal to approve the minutes of April 25, 2006. Motion carried unanimously on a voice vote.

**II. Approval of Agenda for July 25, 2006**

Motioned by Becher, supported by Doyle to approve the agenda of July 25, 2006. Motion carried unanimously on a voice vote.

**III. Review Quarterly Status Report**

**A. 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 2 new vacancies and 6 new positions. Three vacancies were reported last quarter.

**B. Common Services Project Status**

Oppmann continued with a review of the Common Services Projects (ref Page A.26-33).

<b>Common Services-Imaging LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
DMS Replacement	Will wrap up in March and will have status under Courts.

<b>Common Services-DW/EA LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
Trillium Patches	Patches applied.
Data Warehouse Upgrade	Currently on newest software.
Business Objects Upgrade	Completed upgrade.
Upgrade Access Oakland Framework	Access Oakland framework for account maintenance is now on latest programming language. Replaces the old software.

<b>Common Services Leadership Group-DW/EA</b>	
<b>Project Priority #</b>	<b>Status</b>
01	Complete
02	63% complete
03	No activity

Taylor continued with eGovernment review (ref Page A.31-33).

<b>Common Services-eGovernment LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
Netegrity Upgrade	Completed upgrade and will finish production in 4 <sup>th</sup> quarter.
TeamSite	Continuing TeamSite training. August 11 <sup>th</sup> will launch a new version of TeamSite.
Websphere	Moving to own setup server. Will be complete this quarter.

<b>Common Services Leadership Group-eGovernment</b>	
<b>Project Priority #</b>	<b>Status</b>
00	Complete
01	Complete
02	Complete
03	Complete
04	Complete
05	First phase of required audit assessment to be complete in October.
06	CBT services launched last week.
07	Wellness website launched July 10 <sup>th</sup> . Currently have over 1,000 remote access users.

*C. Technical Systems and Networking Division Status*

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A. 44-51).

<b>Technical Systems LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
DBA	Retiring old server. Complete last quarter. Some participation in semi-annual disaster recovery testing.
Network Services	Performed semi-annual maintenance to keep critical switches going. Completed OakNET upgrade maintenance in Q2. Completed firewall review.
PBX	No activity.
Server Admin	Ongoing monthly security patches applied. New IBM mainframe up and running. Negotiation of contracts to perform ISP upgrade completed last week. Connectivity will be five times faster at half the price. In process of oakgov email conversion.
Technical Ops	Semi-annual disaster recovery testing.
Workstation Services	WSUS using automated service to supply security patches. Completed testing and ready to deploy the latest patches. Broadcast message will be sent out to notify users. In process of testing McAfee Engine upgrade.
DR Plan Phase 1	Completed last quarter.
DR Plan Phase 2	Will begin next week.
External Firewall Review	Completed final draft.
Legacy WAN	Started technical design. Purchase order is out.
XP Workstation	Installed over 400 new desktops, 150 new notebooks and 60 Intergraphs.

<b>Technical Systems and Networking Division</b>	
<b>Project Priority #</b>	<b>Status</b>
04	Communication is coming on how the WiFi will be rolled out.
05	Communication went out to all Managers, Elected Officials and Dept Heads. The email rollout is scheduled for Aug 18 <sup>th</sup> . Broadcast will go out that Friday to notify users of 6pm shutdown. All emails will be rerouted for 1 year. Expecting conversion to be complete after 1 month.
06	Closed project. Integrated with XP project.
07	Completed last quarter.
08	Completed requirements. Waiting for backup server to come in.
09	Starting first week in August.
10	Identifying best practices.

11	2 enhancements completed.
12	3 enhancements completed.
13	1 enhancement completed.
14	0 enhancements completed.

*D. Internal Services Project Status*

McKenna (ref Page A.52). Clarity upgrade completed.

Bertram continued with a Security Management update. Installed 10 MicroSoft updates last quarter. There were over 900 virus attempts to infect workstations. McAfee deploys update to all workstations once a day as a daily background process.

Becher expressed a concern with the security of taking work home. Poisson discussed the security issue and stated that IT will be looking at security reviews and who has access to sensitive information. Shallal questioned who is to be responsible for backing up user hard drives and placing the backups in a secure location. Poisson stated that IT will define the proper process for backing up all files.

Oppmann (ref Page A.53). Seven pilot communities will be launched as part of the Wireless Oakland Program. Will be renegotiating the contracts. Last Friday the Wixom pilot was launched. The other pilots will launch late September and early October. Goal 3-selected a vendor to develop a toolkit. Will be done in 6 months.

McKenna (ref Page A. 54). Service Center prototyping is on hold and will be resuming next week. This is for online help desk call assistance. Expecting an end of the year implementation.

Oppmann (ref Page A.54). Selecting a vendor for the application change management system. Currently in the RFP process. This system will store code for custom applications. Will need to decide whether to use an open source system or not.

*E. Review Master Plan Activity Status*

Chithra Chakrapani provided an update on Finance/Admin Leadership Group activities (ref. Pages A.8-14).

<b>Finance/Admin LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
CE CLAIMS Access DB Conversion	Develop new centralized system. Moving from Access to web-based.
Performance Series Upgrade	Don't have to do. Moving to PeopleSoft Financials. Applying maintenance pack 5.
Linux to Windows migration	Happening now. Will be completed by August 11.

Reimbursement 2006 Tax Intercept Process	Will begin next month. Will be complete in October.
CS Fleet Mgmt	Complete
PSFT HRMS	Upgrading to 8.9 with fixes applied.
PeopleTools Upgrade	Is incorporated in the HRMS upgrade.
Bottomline	Complete
Harris' Billing	Project given to a different team.
HRMS Upgrade	Part of upgrade to 8.9.
Maximo	Complete

<b>Master Plan Activity</b>	
<b>Project Priority #</b>	<b>Status</b>
00	Complete
01	Complete
02	Complete
02A	Complete
02B	Complete
02C	Complete
02D	Complete
02E	Complete
02F	Complete
02G	44% complete.
02H	Complete
02I	Complete
02J	Complete
02K	Phase III is on hold indefinitely.
02L	57% Complete
02M	0%
03	Trying to interface faster with PeopleSoft. Will be closed in the next couple weeks.
04	Mandated project.
05	State received the report.
06	6 week challenge is complete. Will be giving HR the final reports.
07	Applied Tax Update B.
08	No activity.
09	Complete
10	Completed training. System is up. Project will close this month.
11	Preparing RFP. Deciding whether to develop in-house or not.
12	Complete
13	Enhancements on hold.
14	Enhancements on hold.

15	Enhancements on hold.
16	1 item completed.
17	No Activity
18	7 requests received, 6 completed.
19-21	No Activity

*F. Master Plan Analysis Status*

McKenna reviewed the Master Plan Analysis (ref. Page C.1) 87.5% is the current target for the 2 year Master Plan period. The Finance/Admin group delivery is at 72%. The Governmental Services group delivery is also at 72%. There is a 93% delivery overall.

Discussion on target deliveries by end of Master Plan period. Due to the enhancement budget being placed on hold, McKenna stated that reaching 100% delivery is unlikely.

**IV. New Business**

*A. Presentation & Prioritization*

Print Mail DataBase-214 hours for current plan. Birkle stated the hardware specs for the Mail Center/Print Shop are being prepared. Central Services has 350 hours in the enhancement budget from which the hours are to be moved. Birkle recommended the project priority be made 10.

Motioned by Becher, supported by Doyle to prioritize project as 10. Motion carried unanimously on a voice vote.

*B. 2007-2008 Master Plan Scope & Approach/ROI Size Estimate Presentations*

McKenna distributed the list of Requested Projects for 2007-2008 Master Plan. The estimated hours for the carry over projects are the hours to be used in the new plan, not the total number of hours for the project. If the project is funded, the Size Estimate Dollars will be zero.

Miller presented the **PPHS Services Module** project. Will move from an Access database merging nursing and nutritional staff to provide electronic access to client data and have online registrations.

Shallal presented the **PeopleSoft ePerformance Implementation** project. ePerformance is provides online analytical tools for reporting. Change on scope noted: December 2007 needs to be changed to December 2008.

Shallal next presented the **Retirement Health Savings Plan Online Enrollment** project. New hires receive \$50 in their account. Employees will be able to contribute additional money online.

Holdsworth presented the **Archive Performance Series Time & Labor** project. Will need to get off of the old HP system.

Shallal presented **Absence Management Module**. Tracks absences and is very configurable. Provides reporting capabilities and will be used in Employee and Manager Self-Service.

Cadreau presented the **Record Retention File Import**. Import is from the courts system to OmniRim for record retention. Will save time for both entry and checkout.

**Action:** Motioned by Becher to prioritize as 11 in current Master Plan, supported by Davis. Motion carried unanimously on a voice vote.

Shallal requested that the **Wellness Initiative** project be added to the list of carry over projects from the current Master Plan. Will use 314 hours from a favorable variance of unallocated hours.

**Action:** Motion by Becher to prioritize as 8, supported by Holdsworth. Motion carried unanimously on a voice vote.

#### **V. Prioritize Approved Projects for 2007-2008 Master Plan**

Collaboratively the group prioritized 24 projects. Seven projects carried over from the 2005-2006 Master Plan. Six new projects were approved for the 07/08 plan with the Record Retention File Import being moved to the current 05/06 Master Plan. Twelve projects will be using Enhancement Budget.

**Action:** Motion by Holdsworth to approve prioritization, supported by Shallal. Motion carried unanimously on a voice vote.

Note: Summary of prioritization emailed to group on July 26,2006.

#### **VI. Other Business**

Birkle opened the floor to nomination of new officers for the 2007-2008 Master Plan. Schmalzel volunteered to be Recording Secretary again. Group agreed to handle the process via email.

#### **VII. Adjourn**

Next regularly scheduled meeting is October 24, 2006 at 2:00 p.m. in Information Technology's conference room 126-127.

Motion to adjourn by Doyle, supported by Poisson. Meeting adjourned at 4:03 pm.