

**FINANCE/ADMINISTRATION LEADERSHIP GROUP**  
**Meeting Minutes**  
**July 26, 2005**

Chairperson Birkle called the meeting to order at 2:04 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Todd Birkle, Keith Sawdon, Cathy Shallal, Patricia Davis, Art Holdsworth

Members Absent: Gina Bohn, Nancy Scarlet, Scott Oppmann

Others Present: Chithra Chakrapani, Ed Poisson, Janette McKenna, Kevin Bertram, Mike Wilk, Phil Bertolini, Dale Kukla, Ed Sager, Jim Taylor, Terri Meiers, Norma Miller

**I. Approval of Minutes from April 26, 2005**

Motioned by Sawdon, supported by Shallal to approve the minutes of April 26, 2005. Motion carried unanimously on a voice vote. No discussion.

**II. Approval of Agenda for July 26, 2005**

Todd Birkle presented an agenda for the meeting. Motioned by Holdsworth, supported by Sawdon to approve the agenda of July 26, 2005. Motion carried unanimously on a voice vote.

**III. Review Quarterly Status Report**

*A. Vacant Position Report Status*

Janette McKenna began the review of the Quarterly Status Report by referencing the Vacant Position Report (ref. Page B.6) which reflects 2 vacancies total. Three vacancies were reported last quarter. Filled 2 Project Manager positions. Filled 2 positions in CLEMIS. The vacant Student position is being filled this week. Report reflects a 1.47% vacancy rate (typically plan for 6%).

*B. Technical Systems and Networking Division Status*

Kevin Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.33-36).

<b>Technical Systems LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
DBA	Last test was in March.
Network Services	OakNET upgrade maintenance for Q2 complete. Automated procedures reduce commitment. Disaster recovery tests are now well documented and requiring less support.
Server Admin	Upgraded Windows servers to current operating systems. Upgraded and added storage on server for OAKGHOST2. EMC major disk storage unit upgraded to improve performance.
Workstation Services	TSCensus Application upgrade completed. McAfee virus protection software deployed latest version. Will go out this quarter. WinInstall deployed to all workstations last quarter.
DR Plan	Creates standardized tool kits for disaster recovery. 18 tool kits completed this quarter. Now have 115 in place if recovery is needed.
External Firewall Review	Initial planning has begun.

<b>Technical Systems and Networking Division</b>	
<b>Project Priority #</b>	<b>Status</b>
00	Remaining installs on hold.
01	Completed. 120 sites now converted.
02	Completed all design. Internal firewalls in place in Troy (almost complete). Will be done this quarter.
03	Migrated all O,P,Q drives to J,K,and L drives by working through department Liaisons. Process went very well. Thank you to all the Liaisons. 7/25/05 at 1:30pm the old system was officially completely removed.
03A	Completed last quarter.
04	Project resumed and moving forward. Have begun detail planning.
08	2 enhancements done.
09	3 enhancements in process.
05-07,10	No Activity.

*C. Review Master Plan Activity Status*

Chithra Chakrapani provided an update on Finance/Admin Leadership group activities (ref. Pages A.6-9).

<b>Master Plan Activity</b>	
<b>Project Priority #</b>	<b>Status</b>
00	Complete
01	Complete
02	12,600 hours allocated to Phase II.
02A	Complete
02B	99% Complete. Data extraction from Access Oakland is remaining.
02C	31% Complete
02D	32% Complete. Includes Department number conversion.
02E	17% Complete. In process of testing.
02F	Will start on August 1.
02G	200 hours to cover tasks that are not included in the above projects but are still with the scope of the overall implementation.
02H	Hours will be used when Phase II is complete.
04	47% complete. Applied 05-TAX B.
05	On hold.
06	Implementing OmniRim to replace existing records retention system. In process of creating detail project plan
07	Completed most tasks. Some tasks temporarily on hold.
08	2 requests received, completed both.
09	4 requests received, completed all. Enhancement is on hold until Department number conversion is implemented.
10	1 task completed. Enhancement is on hold.
14	8 requests received, 2 completed. Remaining on hold until next fiscal year.
03,11-13, 15-16	No Activity

*D. Master Plan Analysis Status*

McKenna reviewed the Master Plan Analysis (ref. Page C.1) 37.5% is the current target for the 2 year Master Plan period. There is a 41% delivery overall.

*E. Common Services Project Status*

Ed Sager began a review of the Common Services Projects (ref Page A.21-22).

<b>Common Services-DW/EA LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
Trillium upgrade 2005	Complete.
Disaster Recovery Testing	Done in March.

Upgrade Access Oakland Framework	Preparing for move to new JAVA framework.
Webshpere Upgrade	In process. Vendors assisting to upgrade servers to the latest version of 6.0.

<b>Common Services Leadership Group-DW/EA</b>	
<b>Project Priority #</b>	<b>Status</b>
01	Completed last week. Found inmates that can be charged back to the State. \$50,000 ROI within 2 days.
02	No Activity.

Jim Taylor continued with eGovernment review (ref Page A.23-24).

<b>Common Services-eGovernment LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
PeopleSoft Portal Upgrade	Signed off on all deliverables.
Apply Teamsite Patches	No upgrades.
WebTrends Upgrade 2005	Reporting software with nice enhancements. Started upgrade this month.
Websphere Expansion 2005	Introduced 4 new servers. Used by GIS and eHealth. Currently running on their own servers. eHealth is moving to the new servers in the next couple weeks.

<b>Common Services Leadership Group-eGovernment</b>	
<b>Project Priority #</b>	<b>Status</b>
00	Complete
01	Operating in a new security zone. Moving to production. Working on a policy for remote access.
02	Complete
03	No Activity. eForms will replace this project.
04	No Activity. eForms will replace this project.
05	80% complete. Several smaller projects. 14 copyright applications delivered to Corporation Counsel. Created 3 multi-media training programs related to Employee Self-Service function in Oaksources. Working on a multi-media center library to place on the web. This will be a new option for storing/playing video and sound chips. This library will act as an archive. 16 disaster recovery tool kits have been completed.
06	46% complete.

*F. Internal Services Project Status*

McKenna (ref Page A.37). Majority of services planned for the next fiscal year. Bertolini discussed Wireless Oakland. 13 responses for service have been received. The first week of August there will be live demonstrations with the companies. Currently in process of choosing pilot communities throughout the County.

**IV. Project Prioritization**

Sawdon noted the 470 unallocated hours. It was suggested that the hours be left as unallocated until October 1, 2005, when they are to be reviewed again.

Holdsworth reminded the group that PeopleSoft Phase III will have new Board approved funding. There may possibly be as many as 2,000 to 3,000 unused hours from Phase II. Currently there are 3,300 remaining hours.

Davis questioned the Water & Sewer Billing System (p. A.9.) lack of activity. The Drain department has a couple more modules to implement but they do not want to close this project. There was discussion about transferring the hours to the Land group rather than have it in Finance/Administration. Chakrapani is going to investigate the Drain billing system project and make a recommendation regarding the remaining hours.

No new projects or changes to prioritization were made.

**V. Other Business**

The agenda for Finance/Administration is posted to the website in advance of the scheduled meeting.

Nancy Scarlet will be our County Executive representative and is a voting member of our Finance/Administration Leadership group.

**VI. Adjourn**

Next regularly scheduled meeting is October 25, 2005 at 2:00 p.m. in Information Technology's conference room 126-127.

Meeting adjourned at 3:00 p.m.