

## FINANCE/ADMINISTRATION LEADERSHIP GROUP

### Meeting Minutes July 28, 2009

Member Todd Birkle called the meeting to order at 2:02 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Todd Birkle, Cathy Shallal, Garth Wootten, Tim Soave, George Miller, Jim Van Leuven

Members Absent: Patricia Davis, Larry Doyle, Nancy Scarlet, Sandy Johnson, Maureen Kraus

Others Present: Sue Danhausen, Kevin Bertram, Janette McKenna, Jim Taylor, Corey Tucker, Dawn Siegel, Ed Poisson, Phil Bertolini, Leigh-Anne Stafford, Chithra Chakrapani, Ed Sager, Kathy Forzley, Chris Crespi, Pam Weipert

Birkle called the meeting to order at approximately 2:00.

#### **I. Approval of Minutes from April 28, 2009**

Moved by Shallal and supported by Miller. Minutes approved unanimously on a voice vote.

#### **II. Approval of Agenda for July 28, 2009**

Agenda approved unanimously on a voice vote.

#### **III. Review Quarterly Status Report**

##### **1. Vacant Position Report Status**

McKenna stated there has been no change to the status report since last quarter. The Vacant Position Report (ref. Page B.6) reflects 7 vacant positions which is unchanged from last quarter. There are no plans to fill the positions at this point due to the hiring freeze. The vacancy rate is planned for 5% and is currently at 4% overall. The vacancies are not impacting our delivery.

2. eGovernment Project Status

Sager and Taylor continued with the eGovernment review (ref Page A.28-32).

| <b>eGovernment Services LG Support &amp; Maintenance<br/>2009-2010</b> |   |
|--|---|
| <b>Activity</b>  | <b>Status</b>   |
| 02   | eCommerce Expansion – Enhancements to allow CVT’s to handle building permits.l                |
| 03   | Multimedia Hosting – Project completed. Delivers both audio and video types of media.         |
| 05   | Recreation & Conservation Portal – Design completed. Build out and put page into share point. |

3. Internal Services Status

McKenna continued with a review of Internal Services Status (ref Page A.33-A.38).

| <b>Internal Service LG Planned Maintenance &amp; Upgrades 2009-2010</b> |  |
|---|--|
| <b>Activity</b>   | <b>Status</b>  |
| 01  | Currently working on the work orders for phones.   |
| 02  | SC Implementation – Foundation Knowledge Base – IT teams to create and publish own knowledge document. Document customizations and used by service center. |
| 03  | Service Center – Communications Change Order Services This is for phone requests and communications.   |
| 06  | E-Health Foods Coyright – filed with Corporation Counsel – State has software – FTP site for State to start collecting information.                        |

4. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.39-47).

| <b>Technical Systems LG Planned Maintenance &amp; Upgrades 2009-2010</b> |  |
|--|--|
| <b>Activity</b>  | <b>Status</b>  |
|  | Workstation replacement project – Desktops older than 6 years and laptops older than 5 years. Discussed this last quarter with our IT liaisons – verified user information – won’t be relocating but replacing. eHealth may need more rugged laptops because they may not last for 5 years OR do we buy to throw away? Reassess eHealth’s needs. Also review the digital signature for Health. |
| 05   | IT Asset Inventory – Drawing to a close. Over 10,000 devices accounted for.  |

5. Planned Maintenance/Upgrades Review

Chakrapani provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.8-9).

| <b>Finance/Admin LG Planned Maintenance &amp; Upgrades 2009-2010</b> |  |
|--|--|
| <b>Activity</b>  | <b>Status</b>  |
| PSFT Financials Salary Forecast for 2009                             | Salary forecast completed and waiting for next year. |
| REM Reimbursement 2009 Tax Intercept Process                         | Added Judges' name to letter                         |
| PSFT HRMS 2008-2010 Tax update                                       | Applied A, B & C                                     |
| PSFT HRMS Upgrade to 9.0 Part I                                      | Complete   |
| PSFT HRMS Upgrade to 9.0 Part II                                     | Complete   |
| Central Services Planned Maintenance                                 | Dawn reported on this.                               |

6. Master Plan Analysis and Activity Status

Chakrapani continued with a review of the Master Plan Activities (ref. Pages A.11-14).

| <b>Master Plan Activity</b> |   |
|-----------------------------|---|
| <b>Project Priority #</b>   | <b>Status</b>   |
| 01                          | Completed in February as a pilot. Rolling out to all schools in the Fall.   |
| 02                          | Completed.  |
| 03                          | PPHS Services Module – Analysis – RFP for Nursing client mgmt software. Only one proposal for first RFP. Sent another RFP and had four apply. Will be selecting and sizing. |
| 05                          | OCHD School Reporting Portal. Communication reporting portal. Modified system and rolled out to Health Care providers and schools.  |
| 06                          | Print Shop System – Went live on 7/18/09 – trained three pilot departments – Sheriff – P&R and Health   |
| 08                          | PSFT ePerformance – Hold until after upgrade  |
| 09                          | PSFT Absence Management Mod Impl – Move project hours of 1,335 to unallocated. Moved by George Miller and Supported by Tim Soave  |
| 11                          | Auction System – Closed – added functionality to inventory item   |
| 12                          | Audit Management System Impl – No activity  |
| 13                          | PSFT COBRA Implementation – No activity   |
| 14                          | Continuous Auditing Process Impl – Move hours to unallocated. Dept will utilize access and excel  |
| 18                          | Completed 1 request   |
| 21                          | Information Technology EB – 1 request done  |
| 23                          | Treasurer's Systems EB – working on 1 request   |
| 28                          | Central Services EB – 23 hours expended for fleet. New fuel tanks and system to assist in monitoring  |

McKenna reviewed the Master Plan Analysis (ref. Page C.1) for 2009-2010. Nine months into the plan. The Finance/Admin group completed 35% of Enhancements, 44% for Planned Maintenance and Upgrades, and 26% for Support/Maintenance. Overall department delivery was 34%. Total IT delivery to all departments was 38%.

**IV. Discussion of New Requests**

A. PHNS Insight Implementation

RFP went out in June – size estimate and funding determination underway. 622 hours for sizing moved by Shallal supported by Van Leuven. Prioritize as new item #6 moved by Soave supported by Van Leuven. Grant funded

B. HHS Communications Portal EB (Funded)

Moved by Van Leuven and supported by Miller to add this item to the agenda.

Moved by Miller supported by Shallal to be new item #15 with 300 hours which ends up being #14 after all the changes occur.

**V. Other/New Business**

- a. Moved by Miller and supported by Soave to move the PSFT Absence Management Module Implementation project hours of 1,335 to Open Requests.
- b. Moved by Miller and supported by Shallal to move the Auditing Enhancement 100 hours from item #15 to Open Requests
- c. Moved by Soave and supported by Miller to move #14 item - Continuous Auditing Process Implementation 120 hours to Open Requests.

Election of New Group Chair

- d. Moved by Soave and supported by Miller to nominate Todd Birkle as Chair.
- e. Moved by Birkle and supported by Van Leuven to nominate George Miller as Vice-Chair.

**VI. Next Meeting Date**

Next scheduled meeting is October 27, 2009 at 2:00 p.m. in Information Technology's conference room 126-127.

**VII. Adjourn**

Van Leuven moved to adjourn the meeting supported by Miller.