

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
July 29, 2008

Chairperson Wm. Art Holdsworth called the meeting to order at 2:00 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, Todd Birkle, Patricia Davis, Larry Doyle

Members Absent: Nancy Scarlet, Sandy Johnson, Maureen Kraus, Keith Sawdon, Mike Sturm

Others Present: Chithra Chakrapani, Kevin Bertram, Janette McKenna, Mike Wilk, Kristy Slosson, Dawn Siegel, Ed Sager, Janet Brinker, Ed Poisson, Phil Bertolini, Jerry Cadreau, Leigh-Anne Mehnert, Pam Weipert, Garth Wooten, George Miller, Kathy Forzley, Greg Kwasnik

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

I. Approval of Minutes from June 03, 2008

Minutes approved unanimously on a voice vote.

Approval of Agenda for July 29, 2008

Agenda approved unanimously on a voice vote.

II. 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.6) which reflects 5 vacant positions; there are no plans to fill the positions at this point due to the hiring freeze. The vacancy rate was planned for 3.5% vacancy so being at 5% does not have an impact on delivery.

2. eGovernment Project Status

Sager continued with the eGovernment review (ref Page A.29-34).

eGovernment Services LG Support & Maintenance 2007-2008	
Activity	Status
PeopleSoft portal upgrade	Currently working on upgrade to SharePoint. Ordered software and hardware.
06	This was successfully installed. Uploaded 1100 assets and are well underway.
07	Fourth quarter completed.
08	June, 2008, launched County website which has a new look and feel.
09	Made available eHealth products. Payment available by echeck and credit card.
10	No Activity
13	No Activity

3. Internal Services Status

Oppmann and McKenna continued with a review of Internal Services Status (ref Page A.35-A.41).

Internal Service LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
Clarity 2007 Upgrade – Investigate & Plan Upgrade Patch	Currently working on. There are approximately 3000 calls a month coming into the service center.

4. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.42-52).

Technical Systems LG 2007-2008	
Project Priority #	Status
03	Moved to open requests.
06	Completed ROI. Remaining products have ROI's in process.
07	Working on next phase. Single database that encompasses all identities.
10B	Completed last quarter.
10C	Kicked off initial planning for this phase.

5. Planned Maintenance/Upgrades Review

Chakrapani provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.9-17).

Finance/Admin LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
PSFT Financials upgrade to ver 9.0	Customer testing continues. Plan to move to production in November, 2008.
PSFT Financials - 2007 1099 Processing	Completed.
2006-2008 Land Implementation Services Planned System Maintenance & Upgrades	Actively working and should be able to migrate over in Mid June.
Count Your Steps Database Migration	Expended hours to migrate application to new SQL 2005 database.

6. Master Plan Analysis and Activity Status

Chakrapani and Siegel continued with a review of the Master Plan Activities (ref. Pages A.12-15).

Master Plan Activity	
Project Priority #	Status
10	Closed.
11	End user testing, fine tuning results.
12	Underway in the last 6 weeks.
13	Last quarter looked at vendor, saw a demo and conducted an in-house analysis of build vs. buy. Going with vendor, putting together a contract.
14	2008 taxes applied as released.
27	Completed two requests.
28	Received four requests, completed one
29	No activity because of upgrading.
30	Received one request, in process.
31-32	No activity.
33	Received six requests, completed four.
34-35	No Activity.

McKenna reviewed the Master Plan Analysis (ref. Page C.1). The Finance/Admin group has completed 48% of Enhancements. Planned Maintenance and Upgrades are 77% complete. Support/Maintenance is 77 % complete. Overall department delivery is 69% which is below target delivery. 87% is the target if equal delivery each quarter. We are one year and 10 months into the master plan.

There are approximately 1,400 enhancement budget hours where no requests have been submitted, therefore target delivery cannot be achieved. Delivery would be in line if we used our enhancement hours.

III. Discussion of New Requests / New Business

2007-08 Project Requests to Size

a) *Central Services Print Shop System (size estimation presentation)*

Central Services would like to track print requests in one central system. The cost of the software in the initial analysis was too high. Central Services has decided to take a different approach and utilize the IT service center system and add functionality to that system to allow for electronic printing request to be submitted and processed through the existing server and software.

Action taken: Motioned by Holdsworth, supported by Doyle to reallocate 600 hours from the Central Services enhancement budget and be placed at a priority of 14. Motion carried unanimously on a voice vote.

b) *HR Manager Self Service Pagelet (request to size)*

Human Resources would like to create a pagelet on the manager page in PeopleSoft that will allow those employees with the appropriate security roles to access information that pertains only to Supervisors and Managers, such as newsletters from our Employee Assistance Program (TEAM).

Action taken: Motioned by Becher, supported by Gordon for the project to be sized and an e-vote to place priority. Motion carried unanimously on a voice vote.

IV. Other/New Business

2009-2010 Master Plan Scope and Approach / ROI Size Estimate

See attached spreadsheet for complete list of projects, hours, and priorities as well as enhancement budget hours assigned for the 2009-2010 master plan.

Action taken: Motioned by Holdsworth, supported by Doyle. Motion carried unanimously on a voice vote.

V. Next Meeting Date

Next scheduled meeting is October 28, 2008 at 2:00 p.m. in Information Technology's conference room 126-127.

VI. Adjourn

Holdsworth adjourned the meeting at 3:39 p.m.