

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
October 24, 2006

Chairperson Art Holdsworth called the meeting to order at 2:08 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Patricia Davis, Scott Oppmann, Art Holdsworth, Larry Doyle, Jack Becher, Keith Sawdon, Nancy Scarlet, Dr. Tom Gordon,

Members Absent: Todd Birkle, Cathy Shallal, Mike Sturm, Maureen Kraus

Others Present: Ed Poisson, Kevin Bertram, Janette McKenna, Mike Wilk, Kari Schmalzel, Dale Kukla, Jim Taylor, Phil Bertolini

Holdsworth called the meeting to order and began by distributing a copy of the agenda with the minutes of the July 25, 2006 meeting.

I. Approval of Minutes from July 25, 2006

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

II. Approval of Agenda for October 24, 2006

Motioned by Gordon, supported by Sawdon to approve the agenda of October 24, 2006. 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 6 newly created positions. There are 4 vacancies left. Eleven vacancies were reported last quarter.

2. Common Services Project Status

Kukla continued with a review of the Common Services Projects (ref Page A.27-35).

Common Services-Imaging LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
Courts Planned System Maint & Upgrades	No activity last quarter

Common Services-DW/EA LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status

Trillium Patches	Patches applied.
Business Objects Upgrade	Completed upgrade.
Informatica Upgrade	Upgraded from 7.1 to 8.1
Trillium Upgrade 2006	Daily data analysis software. Completed.
Upgrade Access Oakland Framework	Launched new AO framework on 6/30/06.

Common Services Leadership Group-DW/EA	
Project Priority #	Status
01	Complete
02	Meeting with bank to determine HCA payment process. Preliminary research done so far. (15% complete)
03	Cost of ownership being addressed. Wrote 2 white papers.
04	Completed analysis phase to determine what is copyrightable. Visa/MC has 2% fees. Using debit will be cheaper for the County.

Taylor continued with eGovernment review (ref Page A.32-34).

Common Services-eGovernment LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
TeamSite Upgrade	Upgrade to version 6.7 completed. Training of over 100 content managers completed.
Websphere Expansion	Completed

Common Services Leadership Group-eGovernment	
Project Priority #	Status
05	Will reduce costs by separating transactions from the network. Currently putting project plan together.
06	Upgrading Portal this fall. Currently reviewing plan.
07	New website created for the Oakland County Historic Commission. Launched Oakland County Mobile Services website, partnered with the MSU College of Business.

3. *Technical Systems and Networking Division Status*

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A. 46-52).

Technical Systems LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
DBA	Migrating applications to new HP's. Moved Oracle backup manager last quarter.
Network Services	Performed standard maintenance. Reviewed firewall rules for

	Security Device/System maintenance in Q3.
PBX	No activity.
Server Admin	Implemented over 80 patches on over 200 servers. New IBM mainframe installed. Dell Open manage is used to optimize Dell servers. In process of upgrading.
Technical Ops	No activity.
Workstation Services	WSUS using automated service to supply security patches. Over 60 Windows/Office security patches applied last quarter.
DR Plan Phase 1	Complete
DR Plan Phase 2	Completed initial drafts. In review.
External Firewall Review	Completed last quarter.
FY07 XP Workstation	In initial planning stage. Will be replacing aging PC's.
Legacy WAN	Finalizing purchase order.
XP Workstation Integration	Installed over 225 new desktops, 65 new notebooks and 60 Intergraphs. Deployment of new Jury System. Over 25 users on thin client environment across a wide area.

Technical Systems and Networking Division	
Project Priority #	Status
04	Completed. All sites up and running.
05	Completed rollout of new oakgov.com email address. 250 users are left using the old address. Will be active through next July and then the old address accounts will be cut off.
06	Complete
07	Complete
08	Completed initial design and testing. The pilot application will be the Jury system upgrade.
09	Completed product research to establish standards for PDA devices.
10	Completed last quarter.
11	2 enhancements completed.
12	2 enhancements completed.
13	1 enhancement completed.
14	0 enhancements completed.

4. Planned Maintenance/Upgrades Review

McKenna (ref Page A.55). Clarity upgrade completed.

Oppmann (ref Page A.56 priority 01). Two of the seven pilot communities in the Wireless Oakland Program are operational. The remaining five are expected to be operational by early 2007. Received the first chapter draft of the telecommunication toolkit. Draft will be completed in the spring.

McKenna (ref Page A. 57 priority 02). In process of system configuration for centralized help desk calls. Help requests will be able to be submitted online.

Oppmann (ref Page A.57 priority 03). This system is replacement of source code management system. VS open source solution has lower cost of ownership. Solution is expected to have \$120K total cost.

5. Master Plan Analysis and Activity Status

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

Finance/Admin LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
Linux to Windows migration	Complete
Reimbursement 2006 Tax Intercept Process	Will be completed this month.
PSFT HRMS Apply Fixes & Bundles	Not applied. Rolled into 8.9 upgrade.
PeopleTools Upgrade	No activity.
PSFT Move HRMS & Portal Database	Portal will be moved in the new FY
PSFT HRMS Upgrade	Complete
PSFT Enterprise Portal Tools Upgrade	Will complete next FY.

Master Plan Activity	
Project Priority #	Status
02G	45% complete. Working on strategic sourcing module. Project carried forward to next Master Plan.
02K	Phase III has been started but is on hold indefinitely.
02L	56% Complete. The disaster recovery toolkit is remaining and the final data extraction.
02M	1078 hours unassigned work.
07	Applied Tax Update 06C last quarter. 81% complete.
08	Started last quarter. 7% complete.
14	Working on RFP. 4% complete.
15	Started part II.
16	No activity.
17	1 request completed.
18	On hold. Will be completed with upgrade.
20	5 requests completed.
21	2 requests completed.

22	1 request completed.
23	No activity.

Oppmann continued with a review of the Governmental Services Leadership Group.

Governmental Services Leadership Group	
Project Priority #	Status
03	Health-Flu Clinic had online pre-registration process which was very successful. Based on zip code residents were directed to a vaccination facility and paid online. Distributed 9200 flu vaccines.
04	Project will be addressed at the Land Leadership Group.
07	Economic Development website is under way.
08	Completed last quarter.
09	Prototype for animal census was done this summer. System was successful. Completed.

McKenna reviewed the Master Plan Analysis (ref. Page C.1) 100% is the target for the 2 year Master Plan period. The Finance/Admin group total delivery is at 80%. The Governmental Services group total delivery is at 79%. There is a 106% delivery overall for all groups.

Discussion on target deliveries at end of Master Plan period. McKenna stated that the vacancy rate of 3.8% (<6%) was a contributing factor. Oppmann stated that if departments do not request new enhancement budget items the budget is not used. If the requests are received late in the year, there may not be time to complete them. Oppmann also suggested that the delivery would be near 94% if the carry forward projects were considered. 1200 hours were left unrequested.

IV. 2007-2008 Master Plan Presentation

McKenna presented the 2007-2008 Master Plan (ref Page 2). IT is planning for 79% fixed labor delivery (support, maintenance, upgrades) and 21% discretionary (enhancements and new developments). Availability and allocation for the next two years is based on position layout. Will assign hours accordingly. Planning for an estimated 5% vacancy rate rather than 6% (ref Page 13). Total available hours to spread to each leadership group is 645,606 hours.

Note: Project specific funding cannot be used as anything else and is noted at "funded" throughout.

V. Prioritization of the "00" Projects

McKenna noted that there are several projects with blank requested hours. These projects were not expected to carry over to the new master plan and were coded as

00. There is one open request (ref Page 28) that will be going to the Board in December for funding (Reimbursement System Replacement-Analysis).

Projects were prioritized as follows:

Project Priority #	Project Name/ID
01A	Kronos & PeopleSoft Interface (Funded) DD4163KP
01B	PSFT FIN-Outlooksoft Budget Implementation (Funded) DA6126BM
01C	PSFT Phase II Fin Suite Impl Scope Budget (Funded) DA5126SB
01D	PSFT Phase II Fin Suite Impl Remaining (Funded) DA5126F4
02	Health-Flu Clinic (Funded) D96162FC
03	PeopleSoft EB (2005-2006) DA4154E2
04	PeopleSoft HRMS Tax Updates (2005-2006) DA4126TX
05	Wellness Challenge Initiative DA6154WI
06	Records Retention File Import DA7138FI
07	PPHS Services Module D96162PP
08	PeopleSoft HRMS Tax Updates (2007-2008) DA6126TX
09	Archive Performance Series Time & Labor DA6126PT
10	Retirement Health Savings Plan Online Enrollment DA6155RH
11	Absence Management Module Implementation Da6126AB
12	PSFT ePerformance Implementation DA6154EP
13	Continued Roll Out of PeopleSoft eAPPS-Part II DA6154EA
14	Central Services Database DD6138DB

VI. Discussion of Open Requests

No discussion.

VII. LG Process and Procedures

McKenna reviewed Process and Procedures. The Recording Secretary will have 7 days to submit meeting minutes. Email minutes must also be submitted if any votes/actions were done electronically. All members must agree that an email vote is acceptable, otherwise a meeting must be convened.

--No action taken.

VIII. Other/New Business

Becher expressed a concern with the security of taking PC backups home and what the planned procedures will be for the whole County. Poisson stated that IT is currently working on a plan. All production critical items must be saved in a place that is regularly backed up by IT (i.e. a network drive rather than your D drive). Poisson expressed a concern on how this procedure could be enforced. Bertolini noted that the procedure would need to be identified in the BCR plan

and use that plan to enforce the backup process. Poisson stated that IT backups go off site every morning. Employees should not be taking backups home.

IX. Next Meeting Date

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

X. Adjourn

Holdsworth adjourned the meeting at 4:19 p.m.