

**FINANCE/ADMINISTRATION LEADERSHIP GROUP**  
**Meeting Minutes**  
**October 25, 2005**

Chairperson Birkle called the meeting to order at 2:05 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Todd Birkle, Patricia Davis, Scott Oppmann, Keith Sawdon

Members Absent: Gina Bohn, Art Holdsworth, Nancy Scarlet, Cathy Shallal

Others Present: Kevin Bertram, Chithra Chakrapani, Dale Kukla, Janette McKenna, Ed Poisson, Ed Sager, Mike Wilk

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

Motioned by Davis, supported by Sawdon to approve the minutes of July 26, 2005. Motion carried unanimously on a voice vote.

**II. Approval of Agenda for October 25, 2005**

Motioned by Oppman, supported by Sawdon to approve the agenda of October 25 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 4 vacancies total. Two vacancies were reported last quarter. Actively trying to fill all positions.

*B. Common Services Project Status*

Ed Sager began a review of the Common Services Projects (ref Page A.20-27).

<b>Common Services-DW/EA LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
Informatica Patches	New release to be received.
Data Warehouse Patches	New release to be received.

Upgrade Access Oakland Framework	Cold Fusion. Migrating for JAVA.
Webshpere Upgrade	Upgrade to Oracle by DBA team.

<b>Common Services Leadership Group-DW/EA</b>	
<b>Project Priority #</b>	<b>Status</b>
01	Complete
02	93% complete
03	Modifications to warehouse process.

Bertram continued with eGovernment review (ref Page A.25-27).

<b>Common Services-eGovernment LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
PeopleSoft Portal Upgrade	No activity. Planned for Spring 2006 1 <sup>st</sup> quarter.
Netegrity Upgrade 2006	Applied security patch. Move to 6.X November 1 <sup>st</sup> .
WebTrends Upgrade 1	Software replaced by Urchin in production. Will be available next month to content managers.
WebSphere Expansion 2005	3 new servers for Land and GIS completed.
Teamsite	To be completed in November. Currently in QA.

<b>Common Services Leadership Group-eGovernment</b>	
<b>Project Priority #</b>	<b>Status</b>
00	Complete
01	Implemented. Closure is waiting on remote access approval.
02	Complete
04	No activity
05	Created applications for awards. Congrats on receiving 2005 Excellence Awards. Launched OakSource password hint. Access Oakland new additions launched. Website refresh completed.

*C. Technical Systems and Networking Division Status*

Kevin Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.36-40).

<b>Technical Systems LG Planned Maintenance &amp; Upgrades 2005-2006</b>	
<b>Activity</b>	<b>Status</b>
DBA	Additional hours spent on disaster recovery.
Network Services	Reviewing firewalls and patches.
Server Admin	Upgrading Windows 2003 applications. Mirapoint base product upgraded. Address and names upgrade completed last quarter.
Workstation Services	Updated last quarter.
DR Plan	Phase I completed last quarter. Standard Operating Procedures being documented.
External Firewall Review	Begins January 2006. Protects from internet.

<b>Technical Systems and Networking Division</b>	
<b>Project Priority #</b>	<b>Status</b>
00	Will be completed next week.
01	Complete
02	On hold. Waiting on patch from vendor. Will be applied in the next couple weeks.
03	Coming mid-November. Puts file access control within departments.
03A	Complete
04	Newly approved last quarter. Wireless internet installed in 18 locations across the County campus. Only for internet not intranet use.
05	Starting next week. Need to inventory software used to expand thin clients used.
06	Just started. Completed all testing. Moving to phase II pilot. Then will be deployed to server electronically.
08	12% Complete
09	1 enhancement completed.
10	4 enhancements completed.
07,11,12	No activity

*D. Internal Services Project Status*

McKenna (ref Page A.41). Project Management Niku had one upgrade which expended 17 hours.

Oppmann (ref Page A.42). Wireless Oakland Program selected a private provider. On October 31, 2005, the announcement will be made. Currently working on a project plan to be approved this week.

McKenna (ref Page A. 42). Currently in the final contract negotiations for Help Desk and Workorder System Replacement.

Oppmann (ref Page A.43). Looking at best available source code management software for Application Change Management System.

*E. Review Master Plan Activity Status*

Chithra Chakrapani provided an update on Finance/Admin Leadership Group activities (ref. Pages A.6-9). Birkle asked where hours come from for PeopleSoft interface for systems like the new Fleet database. Hours are included in PeopleSoft budget, but we are not sure how much is available.

<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	Complete
02C	85% complete
02D	Complete
02E	97% complete. Deltax is the only one remaining.
02F	15% complete. Waiting on specs from end users.
02G	200 hours to cover tasks within scope of overall implementation. 68 hours remaining.
02H	353 hours remaining.
04	44% complete. Applied 05-TAXB.
05	Completed after 3 years!
06	In process of implementing OmniRim and creating detailed project plan. Kickoff conference call last week.
07	Most task completed
08	On Hold due to PeopleSoft Financials Implementation.
09	4 requests received, all completed. Enhancements on hold.
10	1 task completed. Enhancements on hold.
03,11-16	No Activity

*F. Master Plan Analysis Status*

McKenna reviewed the Master Plan Analysis (ref. Page C.1) 50% is the current target for the 2 year Master Plan period. There is a 54% delivery overall.

Birkle questioned the 129% expended hours for CLEMIS-Radio. McKenna stated that they exceeded their anticipated work and will need an allocation adjustment.

Oppmann stated that they are closely watching Planned Maintenance and Upgrades so that it does not consume all their work efforts.

McKenna commented that an estimate of 73% on fixed labor was expected for the two-year plan with 27% discretionary. This year, fixed labor is at 74 % which is right on track.

**IV. Balance Allocations**

No changes to balance allocations were made.

**V. Other Business**

None.

**VI. Adjourn**

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

Meeting adjourned at 2:47 p.m.