

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
October 25, 2007

Chairperson Wm. Art Holdsworth called the meeting to order at 1:34 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Wm. Art Holdsworth, Keith Sawdon, Cathy Shallal, Dr. Tom Gordon, Jack Becher, Scott Oppmann

Members Absent: Todd Birkle, Patricia Davis, Mike Sturm, Nancy Scarlet, Sandy Johnson, Larry Doyle, Maureen Kraus

Others Present: Chithra Chakrapani, Kevin Bertram, Janette McKenna, Mike Wilk, Dale Kukla, Jim Taylor, Adam Ritchie, Dawn Siegel, Ed Sager, Janet Brinker, Ed Poisson, Cynthia Spencer, Phil Bertolini, Barb Ducharme, Pam Weipert, Terri Meiers

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

I. Approval of Minutes from July 24, 2007

Minutes approved unanimously on a voice vote.

II. Approval of Agenda for October 25, 2007

Agenda approved 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 2 vacant positions, both in the CLEMIS Division. There was a 4% vacancy rate for the year and the plan was for 5%.

2. eGovernment Project Status

Sager and Taylor continued with the eGovernment review (ref Page A.23-26).

eGovernment Services LG Support & Maintenance 2007-2008	
Activity	Status
Planned System Maintenance & Upgrades	Applied various patches to web servers and participated in semi-annual disaster recovery testing. Planning WebSphere Business Objects upgrade.
01	Finalizing project. Currently PCI compliant for Visa and MasterCard.
03	Enabled customers to pay delinquent taxes with electronic checks, other services to follow.
06	Completed analysis and vendor demonstrations. Digital assets, including logos and other media, will be stored in a single repository. Mobile Services received a 2007 Achievement Award from the National Association of Counties (NACo) and a 2007 Digital Government Achievement Award from the national Center for Digital Government.
08	Continuing to improve the usability and design of the website.
09	Finalizing the handbook for IT development team. Developing web service for applications to communicate with framework.
10	Developing Countywide standard for data modeling. Next step will be to sponsor vendor registration.
11	Complete.
12	Completed modification of jail schedule event date and current jail population report.
13	Automated activation and deactivation of local tax payments. System will be date sensitive.

3. Internal Services Status

Oppmann and McKenna continued with a review of Internal Services Status (ref Page A.30-A.31).

Internal Service LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
IS PMO Planned System Maint & Upgrades	Planned Maintenance for the past quarter involved the initial planning of Clarity upgrade and researching the new version.

Internal Services LG 2007-2008	
Project Priority #	Status
01	Completed. 15,000 users and 15 million minutes of use.
02	Developing telecommunications toolkit – estimated time to complete is the end of the year.
04	Developing reporting functionality for Service Center incidents and change orders.
06A-B	Planning Countywide deployment schedule to be released later in the year.
07	Expanding knowledge documents in repository. Goal to include as many documents as possible to limit the number of incidents filed.
08	Pre-qualifying web service providers and automating process. Developing a web system to allow authorized providers to complete requisitions completely online. New online process should be faster and more efficient than current manual process.
10	Streamlining PMO processes and improving reports and documents.

4. Technical Systems and Networking Division Status

Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.34-37).

Technical Systems LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
EOL Equipment Replacement	Started replacing End of Life items, including PacketShappers, CAD Core Routers, and Legacy APs/Pt.
Microsoft Patch Deployment	Deployed all server patches through August. Deployed workstation patches through September.
Dell - Server Firmware Upgrade	Completed firmware upgrade to latest release on 200 Dell servers.
McAfee Suite upgrade from 8.0 to 8.5	Completed upgrade on all servers and workstations.
FY07 XP Workstation Integration	All complete with the exception of two workstations.
Legacy WAN Replacement	Complete.

Technical Systems LG 2007-2008	
Project Priority #	Status
01-03	Complete.
04	Supported equipment moves to old Executive Office Building.
05A-E	Continued support of equipment as departments move to various new buildings.
07	Completed initial draft.
08	Reviewing and finalizing recommendations. Working to complete proof of project.
09A	Defining roles and responsibilities of Network Operations Center. Will monitor systems, infrastructure, databases and networks in attempt to avoid service interruptions.
10-16	No activity.

5. Planned Maintenance/Upgrades Review

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

Finance/Admin LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
PSFT Financials upgrade to ver 8.9	Customer testing continues.
FS Off load Financial data from Perf. Series and Perf.EXEC	Detail plan created - Off loaded data to run under a Windows platform. Project Completed.
FS Convert accounting Access database from access 97 to 2000	Complete.
FS Off load 1997 Financial Data from mainframe to CD	Complete.
PSFT Financials Tools Upgrade	This upgrade coincides with the application upgrade. Will be implemented when the application upgrade is implemented in production.
PSFT Financials - Apply Bundles & Maint. Packs 2007	Applied Maintenance Pack 1 & 2.
OutlookSoft - Application Upgrade	On Hold.
PSFT Financials - Upgrade Oracle database from 9i to 10G	This upgrade is being completed in two parts. First part - Upgrade the database to 9.2.0.7 - Completed. Upgrade to 10G will be completed after the application upgrade.
PSFT Financials - 2006 1099 Processing	Complete.

Finance/Admin LG Planned Maintenance & Upgrades 2007-2008	
Activity	Status
PSFT Financials - 2007 1099 Processing	Will start in January 2008.
REM Reimbursement 2007 Tax Intercept Process	Getting ready to send the tax intercept information to the State.
REM Reimbursement 2006 Tax Intercept Process	Complete.
PSFT PeopleSoft HRMS Apply Fixes & Updates Bundles	No activity.
PSFT Enterprise Portal Apply Fixes, Bundles, maint.packs	No activity.
PSFT HRMS People Tools Upgrade	No activity.
PSFT HRMS Recruitment Module Upgrade	Complete.
PSFT HRMS 2006 W2 & 1099R Processing	Complete.
PSFT HRMS 2007 W2 & 1099R Processing	Will start in January 2008.
PSFT Enterprise Portal Tools Upgrade	No activity.
PSFT HRMS Upgrade Database from Oracle 9i to 10G	Complete.
PSFT Enterprise Portal Application Upgrade	No activity.
DR Disaster Recovery Testing	Participated in the disaster recovery testing in September.
PER Migrate the PER001 Database to another platform	Did not need to do this migration.
TRE Bottomline System Upgrade	Complete.
Sympro System upgrade	Vendor supported application - Working with end user to upgrade the application.
Legacy Financial Data migration	Complete.

6. Master Plan Analysis and Activity Status

Chakrapani and Siegel continued with a review of the Master Plan Activities (ref. Pages A.10-13).

Master Plan Activity	
Project Priority #	Status
01-06	Complete.
07	Completed RFP – seven proposals received. Completed initial analysis of RFPs.
08	Exported court documents to Omnirim. Complete.
09	Project is On Hold until the next budget year.
11	Tax A, B, C & D are in production.
12	Project is no longer needed.
13	51% completed.
14,15	No activity.
16	64% completed. Rolled out timesheet inquiry during the last quarter.
17	Created RFP and evaluated responses. On Hold - Researching additional funding.
18	Developed online application and enhanced functionality.
19	Working on online timesheet program.
21	Customizing crystal reports for Omnirim.
22	No new requests received.
23	Five requests received. In the process of gathering requirements. Need additional hours to complete the tasks.
24	No activity.
25	Two requests received during the last quarter. Completed both.
27	No activity.
28	Six requests received. In the process of gathering requirements.
29	No activity.
30	No activity.

McKenna reviewed the Master Plan Analysis (ref. Page C.1). The Finance/Admin group has completed 22% of Enhancements. Planned Maintenance and Upgrades are 49% complete. Support/Maintenance is 55 % complete. The total for the group is 43% and 50% is the target if equal delivery each quarter.

Oppman stated the current delivery is below the target, but no requests have been made from the enhancement budget and several large projects have yet to begin. There are approximately 1,700 enhancement hours without any requests. Bertolini acknowledged that 18% of the Group's total hours are locked up in enhancements and it may not be necessary to seek additional funding for projects if the enhancement hours remain available.

IV. Discussion of New Requests / New Business

1. Archive Performance Series Time & Labor, close project and release hours

Holdsworth suggested combining several New Request items on the agenda to facilitate presentations and voting. Sawdon requested that we keep each item separate.

Action taken: Motioned by Sawdon, supported by Shallal to close project and release hours. Motion carried unanimously on a voice vote.

2. Salary Forecast Program Enhancements, size estimate presentation - Holdsworth

Holdsworth explained that OutlookSoft became very complex and Management and Budget would like to simplify this project, if possible, before moving forward by re-writing the Salary and Fringe Benefit program. The bidding and selection process for the project has yet to begin. The timeframe to replace the program would be December/January, which would include testing a demo environment.

3. PSFT Budget Module – Install Demo, size estimate presentation - Holdsworth

Holdsworth described the need for a demo environment for the PeopleSoft Budget module v9.0, so analysts may evaluate the functionalities prior to deciding on implementation. Sawdon requested clarification of the Return on Investment. Holdsworth explained that the ROI is an estimate based on the accurate forecasting of salary and benefits and the accurate forecasting of expenses. Bertolini and Holdsworth acknowledged that this may be a cost avoidance rather than a cost savings. McKenna clarified that the ROI will be adjusted before the project moves forward.

Action taken: Motioned by Sawdon, supported by Becher to move Project 09 to Open Requests, release hours of Project 12 and replace Projects 09 and 12 with Salary Forecast Program Enhancements and PSFT Budget Module projects, respectively. Motion carried unanimously on a voice vote.

4. Continuous Cash Register Monitoring, request to size – Pam Weipert, Auditing

Weipert stated there are 10-12 high volume cash registers at 8-9 locations. The transaction tape used by these registers became electronic in 2005 and is currently provided by Great Lakes Data Systems (GLDS). The Auditing Division would like a system that allows for the ability to view the electronic journal files on a daily basis and a report to summarize cashier activity. The summary reports will allow the Auditing Division to monitor and identify suspicious activities, track trends and report on activities without impacting daily operations. The majority of work is to be performed by GLDS. Information Technology is to provide the FTP

server and access to the server by the Auditing Division to remove the back-up files. The County does not currently back-up these transactions.

Action taken: Motioned by Sawdon, supported by Shallal to size project. Motion carried unanimously on a voice vote.

5. E-Learning, request to size – Gordon

Gordon explained that Health and Human Services would like to implement a training suite of products, so employees and volunteers can effectively be trained according to federally established guidelines. Courses would be developed and administered completely online. Training is currently administered through SkillSoft. The project would be grant funded and the grant should cover long term operational costs. The first step will be to determine costs prior to moving forward.

Action taken: Motioned by Becher, supported by Gordon to size project. Motion carried unanimously on a voice vote.

6. OCHD OakDocs, request to size – Gordon

Gordon described the need for a thorough review of the Health Division's document management process and identification of possible use of the OakDocs Application. The OakDocs Application would provide an easily accessible, central storage area for Health and Emergency Preparedness training documents. The project would be grant funded. Holdsworth pointed out the additional Business Continuity of Operations and Recovery Planning benefit of backing up documents that might not otherwise have a backup.

Action taken: Motioned by Becher, supported by Sawdon to size project. Motion carried unanimously on a voice vote.

7. Part-Time/Non-Eligible and Seasonal Savings Account,, request to size – Shallal

Shallal explained that a Savings Plan application for part-time/non-eligible and seasonal employees could be used in place of social security deductions and the application has been initiated by the Budget Task Force. The County would save the difference between paying the employee's FICA at 6.2% and contributing 3.75% towards the employee's retirement savings account. There would be a potential cost savings of approximately \$320,000 in the first year of implementation. The project would need to be implemented by January 2008. Bertolini pointed out that many active students could benefit from this application by receiving the money to invest in their own retirement plans. Poisson indicated that the County is not obligated to pay into Social Security. Shallal stated that an electronic vote may be required to facilitate the implementation of this project.

Action taken: Motioned by Sawdon, supported by Becher to size project. Motion carried unanimously on a voice vote.

V. Other/New Business

Shallal requested 150 hours from the Unallocated Hours be moved to Project 23.

Action taken: Motioned by Becher, supported by Gordon to move hours. Motion carried unanimously on a voice vote.

VI. Next Meeting Date

Next regularly scheduled meeting is January 29, 2008 at 2:00 p.m. in Information Technology's conference room 126-127.

VII. Adjourn

Holdsworth adjourned the meeting at 2:57 p.m.