

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
October 26, 2004

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

Members Present: Todd Birkle, Nancy Scarlet, Keith Sawdon, Art Holdsworth, Patricia Davis, Scott Oppmann

Members Absent: Gina Bohn, Doug Williams

Others Present: Dale Kukla, Mike Wilk, Tina Ramey, Cathy Shallal, Chithra Chakrapani, Janette McKenna, Phil Bertolini, Kevin Bertram, Linda Spiekerman

Todd Birkle presented an agenda for the meeting.

Approval of Minutes from July 27, 2004

Motioned by Oppmann, supported by Sawdon to approve the minutes of July 27, 2004. Motion carried unanimously on a voice vote.

Review Quarterly Status Report

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 6 vacancies. It was mentioned that there were also 6 vacancies last quarter. McKenna stated that 2 vacancies had been filled since the last quarter but that 2 additional positions were added to the report – CLEMIS Administrator and Chief – Land Management.

Technical Systems and Networking Division Status

Kevin Bertram gave an update on activities of the Technical Systems and Networking Division (ref. Page A.30 – 31).

Project Priority #	Status
1	Concluded – assisting in final move to production.
2A, 3, 6, 9 – 10, 14 – 17	Complete
2B	6 towers were added.
3A	13 on-campus buildings and 20 off-campus buildings have been connected.
4	Installation of CAD sites and servers was completed.
4A	4 new sites were connected.

Project Priority #	Status
5	10 new installs were completed.
7	Supporting new development.
8	Completed server consolidation.
11	3 enhancements since last quarter.
12	No activity.
13	2 enhancements since last quarter.
	Active Directory Implementation – new project for Master Plan. Existing operating system will be replaced with Active Directory. The test lab has been installed.

Finance/Admin Master Plan Activity Status

Chithra Chakrapani provided an update on Finance/Admin Leadership group activities (ref. Pages A.5 – A.7).

Project Priority #	Status
1, 1A, 1B, 2, 6 – 10, 12, 14	Complete.
3	93% complete. First payroll was run through PeopleSoft Time & Labor with few problems. Considered a big accomplishment.
4	Completing RFP this week.
5	Customer is revisiting implementation. Should be finished by end of fiscal year.
11	99% complete. Documentation of process needs to be completed.
13	2 requests completed.
15 – 16, 18 – 19	No activity.
17	2 requests completed.

Master Plan Analysis Status

McKenna stated that the Master Plan Analysis (ref. Page C.1) contained in the original report had a minor clerical error (CLEMIS – Law Enforcement numbers were low). A new page was distributed to the group members. The report reflects 60% of the Current Master Plan Allocation (7,000 of 11,618 hours) for Finance/Admin Enhancements/New Development was expended through October 1, 2004, compared to a target of 100%. Actual hours for Support/Maintenance reflected 90% (16,822 of 18,652 hours) for a total utilization of 79%. McKenna noted that the 20% vacancy rate in Systems Development has affected delivery across Courts, Finance/Admin and Governmental leadership groups.

Delivery of enhancement/new development hours are also affected by unallocated hours. The Finance/Administration group had 1,300 hours of unallocated project hours. In addition, projects that are put on hold also impacts delivery – example given of Record Retention System Replacement project. Discussion was held as to where resources go and how leadership group hours are allocated should there be a lack of projects in any

one leadership group. McKenna explained that resources are reassigned to other groups as appropriate. Example given was Norma Miller – she was reassigned to the Portal project. Bertolini added that contractor dollars go to other groups if a group does not have projects to be worked on. Holdsworth asked if a leadership group gives their authorization prior to other leadership groups using unallocated hours. Bertolini responded that no leadership group could raid another leadership groups hours.

Holdsworth inquired as to the over-delivery for the CLEMIS – Law Enforcement group. McKenna explained that there was a large amount of overtime hours used.

Birkle asked if Information Technology contracts for additional resources should a project become funded. Bertolini stated affirmatively that a fully funded project allows Information Technology to get contractual staff to complete the project.

Election of Officers for 2005-2006 Master Plan (Chairperson, Vice-Chair, Recording Secretary)

Both Birkle and Holdsworth expressed an interest in being the Chairperson for the 2005-2006 Master Plan period. Oppmann nominated Birkle while Sawdon nominated Holdsworth. The six present voting members cast their written votes for Chairperson. The results were tied 3/3. A coin was tossed as a tiebreaker – Birkle won the coin toss. Holdsworth expressed an interest in the Vice-Chairperson position. Ramey agreed to another term as Recording Secretary.

Action: Motioned by Scarlet, supported by Sawdon to elect Birkle as Chairperson, Holdsworth as Vice-Chairperson and Ramey as Recording Secretary for the 2005-2006 Master Plan period. Motion carried unanimously.

2005-2006 Master Plan-Size Estimate and Prioritization of Projects

2005-2006 Master Plan

McKenna distributed the 2005-2006 Master Plan to group members.

Bertolini stated that an attempt was made to bring down the fixed labor cost during the previous Master Plan period as well as the during the new Master Plan period. He explained that during 2003 the fixed labor went up to 84% but that during 2004 it dropped to 75%. He stated the ultimate goal would be around 70%. The fixed labor for the 2005-2006 Master Plan is planned at 73%.

McKenna pointed out the 2005-2006 meeting dates.

A new category of “Planned System Maintenance and Upgrades” has been added to the Labor Definitions. McKenna explained that there are actually two types of maintenance – the first being the “Break/Fix” type and the other being planned maintenance such as upgrades. The planned maintenance will be shown separately in the 2005-2006 quarterly reports.

McKenna stated that the estimated vacancy rate has been lowered to 6% versus 10% in the previous Master Plan period. McKenna also explained how annual availability and labor allocation was determined for Systems Development and Support Division.

The Finance/Admin Master Plan Activity was presented (ref. Pages 24 – 26). Based on the total 2005-2006 Master Plan hours available (6,825) all projects after the PeopleSoft Increased Workflow Functionality project have been dropped to open requests. There are 4,040 unallocated hours that can be used for new projects.

McKenna discussed the 2005-2006 Master Plan Allocation Analysis (ref. Page 42). Bertolini stated that his goal was to have an even spread of available hours between the groups for new development projects. However, the technical systems group did receive a larger portion of the available hours. Technical systems have several major initiatives to achieve across the County including the move to Active Directory. In addition, technical system projects impact all other projects. McKenna also pointed out that for the first time the Workstation/Networking and Telephone Systems resources are tracking hours in the 2005-2006 Master Plan.

Reimbursement Billing Enhancement Project

Holdsworth stated that this is a mandated project. There have been statute changes in the State and Family Court. He is requesting that 260 hours be allocated to this project so that it can be worked on now. Spiekerman explained that the statute changes became effective October 2003 and that the Reimbursement division is currently in compliance with the changes. They are handling the changes manually at this time. It was determined that seven programs have to be changed in order to be in compliance. Holdsworth asked that the group consider a motion to allocate 260 hours to this project.

PeopleSoft Phase II Implementation (12,032 hours)

Holdsworth stated that Phase II hours have been approved by the Board of Commissioners.

Prioritization of Projects

Motion was made to allocate hours to all projects currently in “Open Requests” with the exception of Reimbursement Div – Legacy System Replacement. This project will remain in “Open Requests”. Holdsworth stated that it might be possible to secure special funding for this project. The Reimbursement division is currently reviewing available systems.

Holdsworth requested that the Reimbursement Billing Enhancement Project be prioritized as 03.

Holdsworth requested that the Consolidate Misc A/R & A/P Systems project become the last prioritized project. This project may be completed as part of the PSFT Phase II – Fin Suite Implementation project.

Holdsworth also requested that the PSFT Phase II – Fin Suite Implementation project be assigned as priority number 02.

Action: Motioned by Holdsworth, supported by Sawdon to allocate hours to all projects in “Open Requests” with the exception of Reimbursement Div – Legacy System Replacement. Projects will remain in same order and be prioritized. Priority number 03 will be assigned to the Reimbursement Billing Enhancement project. Consolidate Misc A/R & A/P Systems project will become the last prioritized project. Priority number 02 will be assigned to the PSFT Phase II – Fin Suite Implementation project. All other projects will be renumbered accordingly. Motion carried unanimously.

The final prioritization of approved projects is as follows:

Priority #	Project Name	Project ID	Allocated Hours (6,825)
00	Centralized Mailing Program	DA3138CM	28
01	Implement PSOFT Phase I Modules (Funded)	DA3126TL	566
02	PSFT Phase II Fin Suite Implementation (12,032 hrs)	DA3126F2	
03	Reimbursement Billing Enhancement		260
04	PeopleSoft HRMS Tax Updates	DA4126TX	400
05	Water & Sewer Billing Sys	DA0611WS	193
06	Record Retention System Replacement	DA4138RR	900
07	Continuation of Roll Out of PS eApplications	DA4154CE	274
08	PeopleSoft Increased Workflow Functionality	DA4154IF	424
09	PeopleSoft Time & Labor EB	DA4126E2	350
10	PeopleSoft EB	DA4154E2	350
11	Human Resources EB	DA4154EB	350
12	Fiscal Services EB	DA4126EB	350
13	Reimbursement EB	DA4127EB	350
14	PeopleSoft Financial/Supply Chain EB	DA4126E3	350
15	Information Technology EB	DA4180EB	200
16	Consolidate Misc A/R & A/P Systems	DA4126AR	660
Open Request	Reimbursement Div – Legacy System Replacement (4,864 hrs)	DA4127RM	
	Total Allocated Hours		6,005
	Total Unallocated Hours (6,825 – 6,005)		820

Other Business

In the future, all new projects must be forwarded to the group members prior to the meeting by the initiator.

Holdsworth briefly discussed the PeopleSoft 8.9 upgrade project. PeopleSoft 8.9 has several new features that will be helpful to Oakland County. Chakrapani stated that the

PeopleSoft 8.9 upgrade has already been added to the 2005-2006 Master Plan as a Planned Maintenance project. 7,020 hours have been set aside for this project; however, it should be noted that the 7,020 hours does not include dollars/hours for hardware requirements.

Next regularly scheduled meeting is January 25, 2005 at 2:00 p.m. in Information Technology's conference room 126-127.

Meeting adjourned at 3:15 p.m.