

FINANCE/ADMINISTRATION LEADERSHIP GROUP

Meeting Minutes October 27, 2009

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

Members Present: Todd Birkle, Cathy Shallal, Patricia Davis, Larry Doyle, Tim Soave

Members Absent: Nancy Scarlet, Sandy Johnson, Maureen Kraus, George Miller, Jim VanLeuven, Garth Wootten

Others Present: Janette McKenna, Jim Taylor, Kristy Slosson, Dawn Siegel, Ed Poisson, , Lynndon Cabatu, Craig Losey, Lynn Doane, Jack Smith, Rick Perry, Ed Sager, Chris Papandrea, David Veit, Mary Gaisert

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

I. Approval of Minutes from July 28, 2009

Moved by Shallal and supported by Birkle. Minutes approved unanimously on a voice vote.

II. Approval of Agenda for October 27, 2009

Moved by Soave and supported by Shallal. Agenda approved unanimously on a voice vote.

III. Review Quarterly Status Report

1. Vacant Position Report Status

McKenna stated there has been no change to the status report since last quarter. The Vacant Position Report (ref. Page B.6) reflects 7 vacant positions, 2 of which were deleted with the FY2010 Budget. The two deleted positions are showing on this quarter because this report is for the prior three months. There are no plans to fill the vacant positions at this point due to the hiring freeze. The vacancy rate is planned for 5% and is currently at 4% overall. The vacancies are not impacting our overall delivery but may affect certain areas.

2. eGovernment Project Status

Sager and Taylor continued with the eGovernment review (ref Page A.32-36).

eGovernment Services LG Support & Maintenance 2009-2010	
Activity	Status
02	eCommerce Expansion - Allows local municipalities to take electronic payments such as utility bills and building permits. Soft launched a pilot with Milford. 22 Municipalities could take advantage.
05	Recreation & Conservation Portal – Completed.

3. Internal Services Status

McKenna continued with a review of Internal Services Status (ref Page A.37-A.43).

Internal Service LG Planned Maintenance & Upgrades 2009-2010	
Activity	Status
01	Broadband Tech Opportunities Program Dev Budget – Assisted State of MI in obtaining grant funds to include Oakland County in broadband initiative.
02	SC Implementation Foundation Knowledge Base – Completed. Allows teams to create and route documents through service center.
05	Telesoft Wireless Vendor Feed – Project has been started. Provides the ability to take information from wireless feed such as Nextel, Sprint, Verizon Wireless, etc. into telesoft.
16	Service Center Communications EB – progressing on the telecommunications billing audit.

4. Technical Systems and Networking Division Status

Veit gave an update on activities of the Technical Systems and Networking Division (ref Page A.44-53).

Technical Systems LG Planned Maintenance & Upgrades 2009-2010	
Activity	Status
06	IT Asset Inventory – All assets are accounted for, with the exception of one department still working with them
09	Workstation Software Management – Progressing on project which will push software out to departments and allow for streamline of inventory and license management.

5. Planned Maintenance/Upgrades Review

Cabatu/Losey/Siegel provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.9-10).

Finance/Admin LG Planned Maintenance & Upgrades 2009-2010	
Activity	Status
PSFT Financials Salary Forecast for 2009	Completed.
PSFT Applications – Freeze application at the latest 9.x1	Work in progress.
PSFT Financials – 2009 year end closing tasks	Completed.
PSFT HRMS Apply Fixes & Updates Bundles	Maintenance pack 6, 7, and bundle 9 will be applied in November.
PSFT HRMS Upgrade to 9.0 Part I & II	Complete
PSFT HRMS 2008-2010 Tax Update	9c in production, 9d will apply with the maintenance packs in November.
Central Services Planned Maintenance	Upgraded to sequel 2005.

6. Master Plan Analysis and Activity Status

Cabatu/Losey/Siegel continued with a review of the Master Plan Activities (ref. Pages A.12-14).

Master Plan Activity	
Project Priority #	Status
01	OCHD Communicable disease reporting - Completed.
02	REM Create Account receivable files for SCAO - Completed.
03	PPHS Services Module - On hold until grant money was secured. Received the grant money, will start on project.
04	Reimbursement Inmate Acct Data Transfer - Completed.
05	OCHD School Reporting Portal - Rolled out for all schools, day cares, etc. 900 sites are able to communicate via this portal for communicable diseases.
07	Print Shop System – Completed. Depts can submit print requests through the service center. 100 employees were trained and started accepting online requests in mid September.
08	ePerformance Module – On hold.
09	Human Resources OakDocs Application – No activity.
12	Audit Management System – No activity.
13	HR Cobra Implementation – No activity.
14	HHS Communications Portal EB – Added functionality for two way communication. Can communicate with physicians offices.
15	Flu Clinic EB – Online registration was put in place for vaccinations.
17	Time and Labor EB – No activity.

Master Plan Activity	
Project Priority #	Status
18	HRMS EB – No activity.
19	Financial/Supply chain EB – One request received and completed.
20	Information Technology EB – Requests received and work in progress.
21	REM Reimbursement EB – No activity.
22	Treasurer’s Systems EB – one request received and completed.
24	Communicable Disease Reporting EB – Business objects reporting; allows to track usage from participation and conduct analysis.
27	Central Services EB – Working on fuel consumption tracking system.

McKenna reviewed the Master Plan Analysis (ref. Page C.1) for 2009-2010. The Finance/Admin group completed 41% of Enhancements (includes 1552 of unallocated hours), 58% for Planned Maintenance and Upgrades, and 40% for Support/Maintenance. Overall department delivery was 47%. Total IT delivery to all departments was 48%. We are one year into our two year master plan.

IV. Discussion of New Requests / New Business

1. SharePoint eforms Proof of Concept – Request to Size

The Purchasing Division currently utilizes SharePoint to store their documents and forms. They would like to expand and incorporate eforms through SharePoint which will allow them to streamline their business processes such as change requests for contracts. There are no hard dollar savings but will be time savings and more efficient. May also look into utilizing this for time off request forms.

Action taken: Motioned by Doyle, supported by Soave for approval to size the project. Motion carried unanimously on a voice vote.

V. Next Meeting Date

Next scheduled meeting is January 26, 2010 at 2:00 p.m. in Information Technology’s conference room 126-127.

VI. Adjourn

Birkle adjourned the meeting at 2:31 p.m.