

## Information Technology Leadership Group Meeting Minutes

**LEADERSHIP GROUP:**

**Land**

**MEETING DATE:**

**July 30, 2009**

**Present:** Phil Castonia, Janette McKenna, Dawn Siegel, Ed Poisson, Chris Crespi, Kevin Larsen, Cassie Patterson, Jim Taylor, Jim VanLeuven, Marc Groder, Teresa McLenaghan, David Veit, Anita Campbell

**Call to order:**

3:04 PM

**Approval of April 30, 2009, Meeting Minutes:** Approved unanimously

**Review of Quarterly Status Report: See Attachments 1 and 2**

**Parks and Recreation Year 2 Projects - Sizing and Prioritization Approval:**

- Presented by Teresa McLenaghan
- Moved by Dawn Siegel to accept sizing; Seconded by Art Holdsworth; Approved unanimously
- Moved by Dawn Siegel to prioritize as #23; Seconded by Art Holdsworth
- Approved unanimously

**Warrant and Settlement Enhancements – Budget Expansion:**

- Presented by Dawn Siegel / Cassie Patterson
- Moved by Cassie Patterson to assign 194 hours out of the unallocated project hours line item to Treasury Application EB; Seconded by Phil Castonia
- Approved unanimously

**FM&O CityWorks Project Sizing – Request for e-Vote:**

- Moved by Art Holdsworth to allow an e-vote to accept the sizing when it's ready and to prioritize the project as #15; Seconded by Phil Castonia
- Approved unanimously

**Adjourned:**

3:55 PM

**NEXT MEETING:**

October 29, 2009, 3:00 PM

## **Attachment 1**

### **PCI – Yearly Update Project for 2009**

We are in the process of completing our annual Payment Card compliance audit to continue to take credit cards over the Internet.

### **e-Commerce Expansion**

We are about 50% thru the eCommerce Expansion project. When this project is finished, it will provide Cities, Villages, and Townships the ability to offer credit card payments or electronic checks for building permits, fees, or fines through the County's eCommerce engine.

### **Multimedia Hosting**

Acrostream was selected for the Multimedia hosting project. This project will provide for the ability to host and stream audio and video. When coupled with the Video Center, the County will have a fully turnkey system for implementing video and audio on the County web site.

### **Recreation & Conservation Portal**

We completed the requirements and design last quarter for the Recreation and Conservation portal. We are now in the process of building out web pages and content for the portal.

### **Other**

Lastly, Oakland County participated in the Center of Digital Government Annual Counties Survey. Based on 100 measurements and data points, Oakland County Information Technology was ranked 1<sup>st</sup> in the 500,000 or more population category. The competition for this award is fierce and we beat out many large and technically savvy counties. Congratulations to everyone.

**Attachment 2**

<b>LG</b>	<b>Project Name</b>
<b>Priority</b>	<b>Project ID</b>
<b>01</b>	<b>NorthStar Upgrade - Phase 2 (Funded)</b>
	Upgrade to allow for online payments of water and sewer bills for WRC available through online services completed in April.
<b>07</b>	<b>Michigan Business Tax - DelTax / Reporting (Mandated &amp; Funded)</b>
	Programming to meet new state mandate requirements for MBT nearly complete. Met all state deadlines.
<b>08</b>	<b>EHealth Scheduling Requirements (Funded)</b>
	Gained customer acceptance of business requirements, system design completed, second project to develop the E-Health Scheduling module underway.
<b>09</b>	<b>DelTax - PeopleSoft Integration Maintenance (Funded)</b>
	Programming modifications defined and programming has begun.
<b>10B</b>	<b>Treasurer's Office System (Funded)</b>
	Integrations in production include: weekly data refresh for address and ownership (LAMS), BSA Tax data, Oracle Deltax all feeding to the new TOS system. Completed 27 different types of documents for scanning are now indexed and stored in TOS well over 100,000 documents in the system. Project Team has automated the receipt cancellation process, note worthy as other Counties have be unsuccessful in there attempts.
<b>11</b>	<b>HydroDrain Conversion (Funded)</b>
	Project completed last week, published new HydroDrain dataset to GIS Enterprise, and will more complete network for both storm drain and hydro features.
<b>12A</b>	<b>Collaborative Asset Management System - Project Planning (Funded)</b>
	Planning project; draft interlocal agreement for CVT's complete under review by CVT's.
<b>12B</b>	<b>CAMS Requirements Gathering (Funded)</b>
	Project complete; all WRC requirements complete.
<b>12C</b>	<b>CAMS RCOC CRM Implementation (Funded)</b>
	Configuration meeting complete; RCOC reviewing configuration guide.
<b>12D</b>	<b>CAMS WRC Implementation</b>
	Hardware procured and configured for the QA environment; sample dataset loaded
<b>13A</b>	<b>CAMS Data Conversion (Funded)</b>
	Initial data conversion for City of Novi is over 70% complete; next

	communities include Auburn Hills and Oak Park
<b>14</b>	<b>Facilities Management Web Site</b>
	Sizing and prioritization approved; project to be completed in August
<b>15</b>	<b>Water Resources Apportionment - Complete Application (Funded)</b>
	Project completed; finalized reports and gained customer acceptance.
<b>16</b>	<b>LAMS Special Parcel Integration (Funded)</b>
<b>18</b>	<b>WinCan Central Storage Solution Requirements</b>
	No activity.
<b>19</b>	<b>LeaseTrack Implementation (Funded)</b>
	Contract amended to accommodate for change in deliverables; vendor development underway.
<b>20B</b>	<b>P &amp; R Yr 1- Primary Sites Connectivity (Funded)</b>
	Expansion of the county network to seven park locations was completed in May.
<b>20C</b>	<b>P &amp; R Point of Sale System RFP (Funded)</b>
	Completed RFP process and selected RecTrac from Vermont Systems as the Parks POS software. Contact negotiations underway.
<b>20D</b>	<b>P &amp; R Yr 1- Secondary Sites Connectivity (Funded)</b>
	Created RFP; received back seven proposals and have short-listed down to 2 vendors (RF Connect and RTS). Vendor demos planned for 8/11 – 8/13
<b>20E</b>	<b>P &amp; R Data Theme - Planning &amp; Requirements (Funded)</b>
	Conducted data modeling sessions with the Parks customer over the last over the past three months detailing the data to be represented in the GIS data model. IT and Parks are finalizing the information and will be starting the creation of the data model shortly.
<b>20F</b>	<b>P &amp; R Hardware Assessment (Funded)</b>
	Completed the Parks equipment inventory and the first phase of the equipment procurement and implementation. The second phase of equipment procurement and implementation will occur in September.
<b>21</b>	<b>Apex - Sketch Migration (Funded)</b>
	All sketches have been successfully migrated from Patriot to Apex. Users are now sketching in Apex production.
<b>22A</b>	<b>E-Health Scheduling Development Phase I</b>
	Development underway.
<b>22A</b>	<b>E-Health Scheduling Development Phase II</b>
	No activity.
<b>23C</b>	<b>2GAO - Develop Application - Phase II</b>
	Development continues with reports.
<b>24E</b>	<b>2GAO - Develop Application - Phase III</b>

	Effort continues for integration with the shopping cart and AO Framework
<b>24D</b>	<b>2GAO - Production Implementation</b>
	No activity last quarter.
<b>24</b>	<b>E-Health Foods/Mandate Development Budget</b>
	No Activity.
<b>25</b>	<b>Water Resources Development Budget</b>
	Enhancements to Neptune transponder interface and modification to the water calculator (name change).
<b>27</b>	<b>Equalization - GIS Productivity Tools</b>
	Completed business requirements and programming application to go live this month.