

**OAKLAND COUNTY**  
**Information Technology Leadership Group**  
**Meeting Minutes**

**LEADERSHIP GROUP:** Finance Administration

**MEETING DATE:** 5-01-2018

**GOALS (S):**

**RECORDING SECRETARY:** Pam Weipert- Scott Guzzy

<b>NEXT MEETING DATE:</b> July 31, 2018	<b>TIME:</b> 1:00PM
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**Members / Alternates Present:** Todd Birkle, Jody Weissler DeFoe, Scott Guzzy, Thom Hardesty, Dan Hunter, Allan Robbins, Joellen Shortley, Kristy Slosson, Lynn Sonkiss, Leigh-Anne Stafford, Sara Stoddard, Chris Ward, Pam Weipert,

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**Members Absent:** Lynn Smith-Doane, Irene Spanos, Garth Wooten

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**Others Present:** Phil Bertolini, Janette McKenna, Janet Brinker, Kary Goisdzinski, Scott Kaiser, Paul Megge, Mary Morgan, Kristine Powers, Stu Smith, Tammi Shepard, Jim Taylor, Mike Timm, Sherry Yagiela, Carl Wilson, Cassy Zakens

**Call to Order 1:00 by Chair Lynn Sonkiss**

1. Approval of prior meeting minutes: Dan Hunter made the motion to approve the minutes. Jody DeFoe supported the motion. The minutes were approved.  
<http://www.oakgov.com/pmo/>
2. Janet Brinker introduced Paul Megge, a new supervisor at IT.
3. Review 2017-18 Master Plan Quarterly Status Report:
  - a. Vacant Position Report (as of April 20, 2018) - pg. B.6
    - Janette McKenna reported that IT began the period with 18 vacancies. Eight people have departed, four positions have been filled, leaving 22 vacant positions. The 14% vacancy rate is the highest it has been since 2016. Janette said that IT has requisitions out and is interviewing people to fill the positions that are highlighted on the report.
  - b. Review Planned Maintenance/Upgrades pg. A.1- A.17
    - 03 - HIPAA Compliance-Enhancement Program – Work continues on the corrective action plans.

- 03A - MyInsight Implementation – The project is being sized
  - 04 - Financial and Human Capital Management System RFP – The review team has completed a proof of concept. In final tech review.
  - 06B - EDCA Digital Marketing Budget – Tech 248. New template.
  - 07 - Corp Counsel Matter Management – Signed contract amendment with Compulink to implement Laserfiche. Working through requirements.
  - 08 - Homeland Security System – Funding has been approved.
  - 09 - EDCA Salesforce Integration – In contract negotiations.
  - 10 - Law Library Infrastructure Improvement – Have identified the initial requirements for the proposed solution.
  - 11 - Purchasing Vendor Insurance Tracking Solution – Reviewing RFP responses.
  - 13 – Enhancement Budgets – Health is working on opioids and open data. HR Retirement is migrating to Prudential
- c. Master Plan Analysis - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ended 3/31/2018. The Finance/Admin Group has completed 58% of Enhancements, 36% of Planned Maintenance and Upgrades, and 78% of Support/Maintenance. Overall the Finance Admin's Leadership Group delivery was at 63%. IT's delivery to all leadership groups was 69%.

Tammi Shepard commented that IT would like to the Enhancement Budget delivery to be at 64%. She noted that part of the underperformance is due to the cycle of the projects. IT has increased the number of staff, and plans to have an uptick in delivery. Delivery is 4% higher than it was in the previous quarter.

#### 4. 2019-2020 Master Plan:

The group reviewed the list of projects submitted for consideration in the 2019/2020 Master Plan. A total of 23 projects were submitted. Phil Bertolini commented that there was room to size 16 projects in the current budget.

Project sponsors presented the scope and approach and ROIs for the 23 projects. The group discussed that the FIN/HR project is currently being sized, and wondered if it should be included in the consideration. Also, the sizing for the HIPAA Compliance Enhancement Program is included in the HIPAA budget. Phil stated that the projects should be included in the Finance Admin group's sizing consideration.

Janette noted that there were 400 hours in the sizing budget, which is enough to size approximately 16 projects. There was discussion, and agreement among the group members, that it would be appropriate to size all of the projects. The group decided to move all 174 Unallocated hours to the Sizing budget in order to size all of the projects.

Todd Birkle made the motion to move 174 hours from Unallocated to Sizing, and to size all 23 projects. Thom Hardesty seconded the motion. The motion passed unanimously.

5. Chair Sonkiss adjourned the meeting at 2:19 PM.