

**Finance/Administration Leadership Group**  
**E-minutes**  
**06/17/15**

**From:** VerPloeg, James A  
**Sent:** Tuesday, June 16, 2015 10:25 AM  
**To:** Shortley, Joellen  
**Cc:** Brinker, Janet L; Lerminiaux, Keith J; McKenna, Janette M  
**Subject:** RE: Finance/Admin LG eVote

I have received unanimous support for this project to be sized. Please proceed accordingly, thank you.

*Jim VerPloeg*

**Administrative Director**  
**Oakland County Board of Commissioners**  
**248-858-1701**  
[verploegj@oakgov.com](mailto:verploegj@oakgov.com)

**From:** Shortley, Joellen  
**Sent:** Friday, June 12, 2015 1:39 PM  
**To:** VerPloeg, James A  
**Cc:** Brinker, Janet L; Lerminiaux, Keith J  
**Subject:** FW: Finance/Admin LG eVote

Jim,

Our office has recommended to Administration that the County purchase a system to handle FOIA requests and allow citizens to have an easier way to submit their requests. We have been working with I.T., Purchasing and Fiscal Services. Janet prepared the e-mail below for you to send to the Finance/Admin Leadership Group for consideration. A FOIA management system will benefit all County departments by automating the process and provide convenience to citizens who wish to request public records.

To give you an idea on what a system may look like, below is a link to a webpage that a vendor has set up for a County in New Jersey to use for FOIAs. This system allows a citizen to log on, view prior FOIA's and track the status of their request. It also contains an archive of requests that can be searched. This is a cloud based solution which should not overly burden I.T. We would like an RFP to go out to see what options are available. With the law change effective July 1, the sooner a FOIA management system can be put in place, the better. Thank you for your assistance with sending this request to the committee.

<http://www.co.bergen.nj.us/index.aspx?NID=1258>



Joellen Shortley, Deputy Corporation Counsel

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**From:** Brinker, Janet L  
**Sent:** Friday, June 12, 2015 11:28 AM  
**To:** Shortley, Joellen  
**Subject:** Finance/Admin LG eVote

Hi Joellen –

Please review the below email to be sent to the Finance/Admin chairperson, Jim VerPloeg, for approval for OCIT to size the project. Please update the description of the project as you see fit.

Thanks,  
Janet

**Finance/Admin Leadership Group:**

Corporation Counsel is requesting an eVote approval for OCIT to size a project for an RFP, vendor selection and implementation of a Records Management System to request, track, search and report on current and historical FOIA requests. Per a State law taking effect on July 1<sup>st</sup>, Corporation Counsel is now a FOIA coordinator for many Oakland County departments and will be responsible for these requests and maintaining the data.

The Scope & Approach and savings portion of the ROI can be viewed at the website below.

[Finance/Admin 2015/16 Master Plan Requests | PMO](#)

**Two questions that require the group's vote:**

**Q1: YES or NO**

**Does the Finance/Admin Leadership Group authorize an electronic vote on this request?**

**Q2: YES or NO**

**Do you approve a Request to Size for IT to size the FOIA Mgmt System project?**