

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

**LEADERSHIP GROUP:** Finance Administration

**MEETING DATE:** 04-30-2019

**GOALS (S):**

**RECORDING SECRETARY:** Pam Weipert

<b>NEXT MEETING DATE:</b> July 30, 2019	<b>TIME:</b> 2:00 PM
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<b>Members / Alternates Present:</b>	Scott Guzzy, Thom Hardesty, Dan Hunter, Joellen Shortley, Kristy Slosson, Lynn Sonkiss, Pam Weipert, Garth Wooten
<b>Members Absent:</b>	Todd Birkle, Jody DeFoe, Leigh-Anne Stafford, Chris Ward
<b>Others Present:</b>	Phil Bertolini, Janette McKenna, Janet Brinker, Kary Goisdzinski, Mary Gosine, Scott Kaiser, Paul Megge, Kristine Powers, Stu Smith, Mike Timm, Jim Taylor, Sherry Yagiela, EJ Widun, Cassy Zakens

**Call to Order 2:00 by Chair Lynn Sonkiss**

1. Approval of prior meeting minutes: Dan Hunter made the motion to approve the minutes, with Thom Hardesty's support. The minutes were approved.  
<http://www.oakgov.com/pmo/>
2. Review 2019-20 Master Plan Quarterly Status Report:
  - a. Vacant Position Report (as of April 19, 2019) - pg. B.6
    - Janette McKenna reported that IT began the period with 10 vacancies. Two positions have been filled and there is one new vacancy leaving a total of nine vacancies. 5.7% is the lowest vacancy rate in six years.
  - b. Review Planned Maintenance/Upgrades pg. A.1- A.17
    - 01- Corp Counsel Matter Management Software Project - Project is complete and closed.

- 02 - HIPAA Compliance-Enhancement Program – Over the last quarter, the HIPAA Compliance program has completed 7 of 12 Corrective Action Plans in addition to ongoing Periodic Reviews with Sheriff, Children's Village, Health, and IT departments.
- 03 - MyInsight Implementation – In the last quarter, the Netsmart contract was signed for the new MyInsight solution. The project team has begun project planning for the kickoff and requirements phase.
- 04 - Homeland Security Management System – Project is in the implementation phase with ongoing configuration work including GIS set-up, process definition and build-out executed in the last quarter.
- 06A - FHCM Program Management – Continued Program Management project to attend stakeholder meetings, review program project plan and its deliverables, staffing, etc. and other program level efforts.
- 06B - FHCM Business Process Alignment – Project closed in the last quarter which completed the business process alignment phase. Information gathered during this time was gathered to identify items that will need to be addressed during the configuration.
- 06C - FHCM Plan (HCM) – Hours used in this project start discussions regarding reporting and integration needs, building of the first tenant/environment as well as Workday training of IT staff.
- 06D – FHCM Architect (HCM) - Project started in the last couple weeks that will continue to identify the reports and integrations, attend configuration/design workshops with SCI, and IT training.
- 07 – Siren Management Application Replacement - Project has been kicked off. Business Requirements are currently being finalized with the project team and homeland security end users.
- 09 – EDCA Digital Marketing Program - Provided technical assistance for the Elite 40 judging and voting and created the digital promotions for Class and Winner announcement.
- 11 - CDR/HHSCP Application - The business requirements and system design have been completed. The project team is planning to start development and infrastructure build out this month.

- 13-Health Website Standardization - In the beginning of March the Health website was launched leveraging the latest template and features. All sites in this LG have been successfully migrated.
  - 18 - Finance/Admin Enhancement Budget –
    - Treasurer - Completed updates to support outgoing file transfers to Flagstar
    - Health Dept - A lead test results map was made using ArcGIS Online as part of Health Lead Innovation Grant
- c. Master Plan Analysis - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ended 3/31/2019. IT has completed 22% of the Finance/Admin Group's Enhancements, 36% of Planned Maintenance and Upgrades, and 27% of Support/Maintenance. Overall the IT's delivery on the Finance/Admin Leadership Group's projects was at 24 %. IT's delivery to all leadership groups was 24%. We are 25% of the way through the 2019-20 Master Plan.
3. IT Budget Update – Phil Bertolini reported that the County has been funding the system Planned, Maintenance and Upgrade (PMU) through the IT Fund and not billing customers for this work. He stated that the County cannot do it anymore. As a result, there will be changes to the Master Plan and allocations. In the past, the County has sold 10-year bonds to fund some IT capital costs, but that can be problematic as the assets need to have a useful life for at least the term of the bonds. The recapture of equipment costs has not been covered by rates, rather it has been paid through planned maintenance and capital. Lynn summarized by saying that IT expenses have outpaced revenues. The updated budget is still a work in progress and necessary rate and billing changes will be incorporated.
4. UCC Update – Mike Timm reported that the Board of Commissioners previously approved \$10.5 million for the first two phases of the UCC project. Phase 1 covers switches and routers on campus which will provide a faster bandwidth to desktops. Phase two covers the upgrade to VOIP in the cloud from a 20-year-old switch. The new system will allow departments to set up functionality that they need. There will be an “experience room” set up as a lab for employees to play in for both the voice response and call center. Phase III will replace the Campus Wireless system for both private county and public usage. The plan is to procure the system in the third quarter of 2019 and go live in a year.
5. Chair Sonkiss adjourned the meeting at 2:15 PM.