

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

**LEADERSHIP GROUP:** Finance Administration

**MEETING DATE:** 10/27/2020

**GOALS (S):**

**RECORDING SECRETARY:** Pam Weipert

<b>NEXT MEETING DATE:</b> January 26, 2021	<b>TIME:</b> 200 PM
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<b>Members / Alternates Present:</b>	Jody DeFoe, Scott Guzzy, Allan Robbins, Joellen Shortley, Kristy Slosson, Lynn Sonkiss, Sara Stoddard, Chris Ward, Pam Weipert,
<b>Members / Alternatives Absent:</b>	Todd Birkle, Lauren Chamberlin, Pat Davis, Thom Hardesty, Dan Hunter, Terri Meiers, Kevin Scheid, Leigh-Anne Stafford, Garth Wooten
<b>Others Present:</b>	Janet Brinker, Dawn Clark, Wendy Conklin, TJ Fields, Kary Goisdzinski, Mary Gosine, Shashi Gowda, Scott Kaiser, Janette McKenna, Paul Megge, Susan Moore, Kristine Powers, Tammi Shepherd, Stu Smith, Mike Timm, EJ Widen, Jennifer Wills

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

1. **Approval of prior meeting minutes** – Jody Defoe made a motion to approve the minutes. Joellen Shortley seconded the motion. The minutes were approved unanimously.  
<http://www.oakgov.com/pmo/>
2. **Review 2019-20 Master Plan Quarterly Status Report:**
  - a. **Vacant Position Report (as of October 16, 2020) - pg. B.6**
    - Janette McKenna reported that IT had seventeen vacancies, a 10.5% vacancy rate. The three highlighted positions on the report have been approved to fill. IT is preparing to request approval to fill another four to five positions.
  - b. **Review Planned Maintenance/Upgrades and Master Plan Activity - pg. A.1- A.19**
    - **02B - MyInsight Implementation** - Health is currently in the build phase for each program they need in MyInsight. The CareConnect inbox was implemented and the Health team was trained.

- **02C - HIPAA External Risk Assessment** –In the last quarter, the Contract was completed and information sharing officially kicked off. Documentation review has begun and the assessment is underway.
- **07A - FHCM Program Management** – Continuing to charge time to this project for overall Program Management which includes Vendor Management, weekly PMO call, staffing and other on-going program activities.
- **07K - FHCM Report Development (FCM/HCM)** - Development of reports for Phase I HR happened in the last quarter.
- **07M - FHCM Mobile & Integrations Implementation** - The Telestaff Sheriff integrations for person file, leave balance, and payroll exports all went live. The ADP tax processing contract was started and is near complete. The Parks iPads have been distributed and go live is planned for later this year.
- **07N - FHCM Configuration Tenant Build (FCM)** - Continued extraction of data from PS to DGW for Accenture to populate for Financials took place in the last quarter with a group of DGW's being worked on at this time.
- **07O – FHCM Architect & Configurations (FCM)** - Continue to gather the requirements, document and attend meetings for identified Financial integrations that OCIT will be working on. Requirements meetings continue and IT has started the design documents for those integrations ready for development.
- **07Q - FHCM Financial Integrations (FCM)** – Project was created for the development of Financial Integrations which OC is responsible for. Started development in the last quarter and will continue.
- **07R - FHCM Financial IS/Job Acct** - Project was created for WD integrations specific to internal and external invoicing. The project kicked off last quarter and the first Phase will focus on MF changes.
- **07S - FHCM ADP Employment Tax Implementation** - The ADP/Workday tax integration was kicked off. The configurations were started and are inflight with initial testing underway.
- **08 - Distributed eLearning Solution Implementation** - The Project started and RFP was distributed. Vendor Responses have been received and application demos are scheduled
- **09 – Siren Management Application Replacement** – Application went live in Production including GIS mapping and the project is set to close this month.

- **11 - Procurement Solution** – No update provided.
- **13 - Veterans Services Soldier Relief Database** - This project was successfully completed on September 3rd.
- **16 - Finance/Admin Enhancement Budgets** - Significant enhancements were made to the Matters Management system last quarter.

c. **Master Plan Analysis** - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter. Janette reminded everyone that the target delivery rate at this stage of the Master Plan is 100%. The Finance/Admin group has received 42,278 hours, or 94% of Enhancements/New Development delivery; 2,011 hours, or 130% of Planned Maintenance and Upgrades (PMU) delivery; and 11,892 hours, or 109% of Support/Maintenance delivery. Overall OCIT's delivery on the Finance/Admin Leadership Group's projects was at 97%. IT's overall delivery to all leadership groups was 96%. The 25,348 hours of Enhancements/New Development provide to Internal Services includes the COVID work that IT has performed

### 3. **2021 2022 IT Master Plan Presentation –**

Janette walked the group through IT's 2021-2022 Master Plan and the development process including the assumptions for available hours, staffing vacancies, and funding. The plan distributes IT's labor at 72% on fixed labor to maintain the status quo and 28% for discretionary projects such as enhancing existing systems or developing new ones. The Finance Admin Leadership Group has been allocated 38,034 for Support Maintenance, Planned Maintenance Upgrades, Master Plan Allocation without funding, and Project Specific funding. Of those hours, 18,263 are for projects. In the 2021-2022 Master Plan, discretionary hours total 108,581. There were 110,000 hours in the 2019-2020 Master Plan.

#### a. **Prioritize Carry Forward / New Projects –**

Janette directed the group to the Master Plan Activity section of the Master Plan. She noted that two projects were designated as Priority 0. They are County Executive Technology Enhancements and Siren Management Application Replacement. When the group set the priorities, these projects were not expected to carry forward. These will need to be prioritized.

There are also three projects that have been added to the Finance/Admin Leadership's Group Master Plan that were not considered at the last meeting. Because of their nature, IT feels that should be prioritized and has assigned hours to them.

**Public Safety Transparency Dashboards** has been assigned 500 hours. This is a County Exec request. It cannot be paid by CLEMIS. This project was highlighted in the County Executive's budget message in July. It falls under the Oakland Together/ Transparency

initiatives. It will be a website/dashboard with statistics on how public safety in the county responds including demographics and training. The plan is for Oakland County to develop the site and fund it for the first year. In subsequent years, support and maintenance will be the responsibility of the CVTs. Mike Timm said that he plans to take this project to the Budget Task Force for funding – it is estimated to cost \$250,000 for a third-party vendor to develop and host the site. The 500 hours are for IT's time.

**County Executive Program Budget** has been assigned 1,000 hours. Tammi Shepherd said that this County Executive's office has been more active in making IT requests. IT wants to make sure they have hours available to assist them. Mike said that he knows some things are bubbling up. They are using CARES Act funding and are looking for additional funding sources for some of these projects.

**Point of Sale Terminal Replacement** has been assigned 2,508 hours. Tammi reported that this project started in the eGovernment Leadership Group. They determined that it really benefits the Finance/Admin Group and should be moved. The cash registers need to be replaced. Lynn stated that the cash registers have been bid out a few times, with little response. She asked why IT thought that we would get a response this time. Paul Megge reported that he had talked to National Cash Register (NCR). They have a solution that will meet our needs. The difference is that IT did up front work to find a solution that is better than today's registers.

The group discussed the requested projects that had not been prioritized on the list. Janette noted that funded projects move higher in priority. Chris Ward noted that some of his projects can be funded with CARES Act dollars. Chris will talk with Paul about the actual time needed. Janette noted that WD enhancements were cut to 300 hours from the 600 hours requested. The Treasurer's Office Charge Back Workflow system that had been assigned priority did not make the cut in the final allocation. The group strategized on how to include the three new projects without losing others. Lynn suggested that Mike add the 500 hours of IT services to the Budget Task Force request for the Public Safety Dashboards. Mike was amenable to do so. The point of sale project needs to be done in the next two years. Lynn recommended that Mike include it in the Fund Balance Assignment request with other Workday related projects. Lynn noted that if these projects were funded, it would free up 300 hours. She suggested leaving the new projects unprioritized. If funding becomes available, the group can assign hours to the projects submitted.

Lynn made a motion to assign priority #1 and #2 to the carryforward items, and reassign the remaining priorities, and leave the four items (the three new projects and the Treasurer's Office Chargeback Workflow Process) as unprioritized until the next meeting. Kristy Slosson seconded the motion. No one was opposed.

**b. Election of Officers –**

Lynn Sonkiss said that she is willing to continue as the Chair. Kristy Slosson volunteered to continue as the Vice Chair. Pam Weipert indicated that she did not want to continue as the Recording Secretary. Scott Guzy volunteered to do so.

Motion by Chris Ward and seconded by Jody Defoe to approve the slate of candidates. The motion passed.

**4. IT Projects Updates**

**a. Remote Work / Laptops**

EJ Widun reported that the county did a good job of giving people the ability to work remotely with Go To My PC. It has been effective, but IT is looking to improve the remote work services. To that end, the County is working on the implementation of a VPN solution. IT is waiting for the delivery of the equipment to start the design. IT is also acquiring additional laptops leveraging CARES Act funding to be deployed as new needs arise with school schedules.

**b. Security Awareness Training**

TJ Fields reported that Tera Nova will be providing the County's security awareness training. The program is lighter than our previous training – folks can do it between meetings rather than blocking out large portions of time. An email will go out in a few days. The first set of courses will follow.

**5. Other Business**

There was a general discussion of how the County's reorganization impacted the members of the Leadership Group and officer positions. Since Purchasing has moved to Management and Budget, Scott will become the alternate. He can be secretary. Joellen stated that Homeland Security is now in County Exec Administration. Thom Hardesty and Pam will need to determine who is the primary member and who is the alternate. Sara Stoddard is still in Health.

**Chair Sonkiss adjourned the meeting at 2:20 PM.**