

OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 10-30-2018

GOALS (S):

RECORDING SECRETARY: Pam Weipert- Scott Guzy

NEXT MEETING DATE: January 29, 2019	TIME: 2:00PM
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Members / Alternates Present:	Todd Birkle, Jody Weissler DeFoe, Scott Guzy, Thom Hardesty, Dan Hunter, Joellen Shortley, Kristy Slosson, Lynn Sonkiss, Sara Stoddard, Chris Ward, Pam Weipert, Garth Wooten
Members Absent:	Jennifer Llewellyn, Laura Mancini, Allan Robbins, Kevin Scheid, Lynn Smith-Doane, Irene Spanos, Leigh-Anne Stafford
Others Present:	Phil Bertolini, Janette McKenna, Janet Brinker, Wendy Conklin, Kary Goisdzinski, Mary Gosine, Scott Kaiser, Bridget Kravchenko, Paul Megge, Henock Monne, Kristine Powers, Robert Omilian, Stephanie Rice, Stu Smith, Tammi Shepard, Mike Timm, Jim Taylor, Sherry Yagiela, Carl Wilson, Cassy Zakens

Call to Order 1:01 by Chair Lynn Sonkiss

1. Approval of prior meeting minutes: Dan Hunter made the motion to approve the minutes, with Jody DeFoe's support. The minutes were approved.
<http://www.oakgov.com/pmo/>
2. Review 2017-18 Master Plan Quarterly Status Report:
 - a. Vacant Position Report (as of October 19, 2018) - pg. B.6
 - Janette McKenna reported that IT began the period with 17 vacancies. Six positions have been filled, there are three new vacancies, leaving 14 vacant positions, a 9% vacancy rate. IT will fill two or three positions in the coming weeks. The positions highlighted on the report are those IT is actively working to fill.
 - b. Review Planned Maintenance/Upgrades pg. A.1- A.17
 - 03 - HIPAA Compliance-Enhancement Program – Developed the 2019 HIPAA Program Sizing. Completed periodic review of program documentation.

Continued efforts tracking and monitoring changes and milestones per the IT corrective action plan.

- 03A - MyInsight Implementation – Initial planning completed and started contract negotiations with Netsmart.
- 04 - Financial and Human Capital Management System RFP – Completed the contract negotiation, completing staffing activities and closed the project.
- 06B - EDCA Digital Marketing Budget – Initiated the MiGreat Artist and Elite 40 Campaigns. Shot and/or produced video of Sakura Garden Grand Opening Event, US/Japan Women’s Conference, Tech248, and Connected Car for the website and future promotions.
- 07 - Corp Counsel Matter Management – End-user training and application configuration was complete. The application went live. IT is currently in post implementation support with Laserfiche.
- 08 - Homeland Security System – Contract negotiations completed. The project has officially kicked off with the vendor and business requirements sessions are in progress.
- 09 - EDCA Salesforce Integration – Completed single sign on configuration with Active Directory and finalized support documentation to close the project.
- FHCM Program Management – Business Process Alignment – Initial planning of IT project completed. Vendor project plan completed. Kickoff meeting conducted. Business Process Alignment sessions started.
- Health Website Standardization – Initiated initial planning effort. Project was started on October 10.

- c. Master Plan Analysis - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ended 9/30/2018. IT has completed 83% of the Finance/Admin Group’s Enhancements, 52% of Planned Maintenance and Upgrades, and 106% of Support/Maintenance. Overall the IT’s delivery on the Finance/Admin Leadership Group’s projects was at 88%. IT’s delivery to all leadership groups was 95%. Tammi Shepard added that IT has delivered all but three projects. The IT-funded projects have been carried forward. Funding for the HIPAA project has also been carried forward.

3. 2019-2020 Master Plan

Janette reviewed the calculation of Application Services’ hours available for projects in 2019 and 2020. The Finance/Admin Leadership Group requested projects totaled 39,355 hours. IT

allocated 35,297 hours to the group. The top 17 prioritized projects, excluding the Kronos Sheriff PeopleSoft Integration project, were included in the 2019-2020 Master Plan. The remaining five projects are listed as Open Requests. Phil Bertolini and Janette answered questions about the process and the projects.

- a. Prioritize Carry Forward Projects – No action was needed to accept the prioritization of the carry forward projects.
- b. Election of Officers – The group discussed the officer positions. Lynn Sonkiss agreed to continue as the Chair, Kristy Slosson agreed to continue as the Vice Chair, and Pam Weipert agreed to continue as the Recording Secretary. Thom Hardesty made a motion to accept the slate of candidates, and Chris Ward supported the motion. The officers were elected.
- c. The group discussed the meeting schedule and decided to change the starting time from 1:00 pm to 2:00 pm.

4. Chair Sonkiss adjourned the meeting at 1:30 PM.