

OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 10-31-2017

GOALS (S):

RECORDING SECRETARY: Pam Weipert- Scott Guzzy

NEXT MEETING DATE: January 30, 2018	TIME: 1:00PM
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Members / Alternates Present: Jody DeFoe, Scott Guzzy, Dan Hunter, Kevin Scheid, Joellen Shortley, Kristy Slosson, Lynn Sonkiss, Irene Spanos, Leigh Anne Stafford, Chris Ward, Pam Weipert, Garth Wooten

Members Absent: Todd Birkle

Others Present: Phil Bertolini, Janette McKenna, Kevin Bertram, Janet Brinker, Shashi Gowda, Kary Goisdzinski, Dave Golaszewski, Mark Kanczuzewski, Mary Morgan, Kristine Powers, Tammi Shepard, Jim Taylor, Mike Timm, Carl Wilson

Call to Order 1:03 by Chair Lynn Sonkiss

1. Chair Sonkiss welcomed new members Kevin Scheid from Homeland Security and Kristy Slosson from Human Resources.
2. Approval of prior meeting minutes: Chair Sonkiss suggested a minor amendment to the draft minutes. Dan Hunter moved the motion to approve with the amendment. Jody DeFoe supported the motion. The minutes were approved as amended.
<http://www.oakgov.com/pmo/>
3. Review 2017-18 Master Plan Quarterly Status Report:
 - a. Vacant Position Report (as of October 20, 2017) - pg. B.6
 - Janette McKenna reported that IT began the period with 20 vacancies. Six positions have been filled, and there are two new vacancies. IT is actively recruiting for an IT User Support Specialist II, an IT Business Analyst, and an IT User Support Specialist 1. There is a 10% vacancy rate.
 - b. Review Planned Maintenance/Upgrades pg. A.1- A.17

- HIPAA Compliance-Enhancement Program – IT has completed 36 enhancements.
 - Financial and Human Capital Management System RFP – Vendor references have been completed. Sandbox sessions have been scheduled for three vendors in November and December. Then a vendor will be selected.
 - Audit Management System – The project has been completed.
 - EDCA Digital Marketing Budget – Finished migrating MI Great Artist program.
 - Corp Counsel Matter Management – A vendor review is in progress.
 - Homeland Security System – The RFP review has been completed. IT is conducting a security vetting of the preferred vendor. When complete, they will continue negotiations.
 - EDCA Salesforce Integration – BR in progress.
 - Finance/Admin Enhancement Budget
- c. Master Plan Analysis - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ended 9/30/2017. The Finance/Admin Group has completed 47% of Enhancements, 26% of Planned Maintenance and Upgrades, and 53% of Support/Maintenance. Overall the Finance Leadership Group delivery was 48%. IT's delivery to all leadership groups was 46%.

4. New Business –

a. HIPAA Compliance Enhancement Program – Size Estimate Presentation

Phil Bertolini described the request to prioritize the HIPAA Compliance Enhancement Program as the new #3 priority pending Board of Commissioner approval on 11/9/17. The program is mandated to comply with a county wide HIPAA policy and to meet federal HIPAA requirements. The request to the Board of Commissioners is for \$1.1 million that includes \$800,000 in IT development costs. Leigh Anne Stafford moved to approve the motion to make the project #3 and to move all of the projects down one priority level. Joellen Shortly seconded the motion. The motion was approved.

b. Universal Communication and Collaboration (UCC) Project

Carl Wilson described the three phase project that will update the county's telephones, faxes, and wireless service:

- Phase 1 targets the data transport network.

- Phase 2 will update the VOIP system. An RFP is being developed. IT plans to put the RFP out to bid in December. They plan to seek Budget Task Force and Board of Commissioner approval in April. This will be a two year effort.
- Phase 3 will enhance the county's wireless experience for both employees and visitors.

5. Chair Sonkiss adjourned the meeting at 1:15 PM.
6. Next meeting will be held on January 30, 2018 @ 1:00 PM.