

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

**LEADERSHIP GROUP:** Finance Administration

**MEETING DATE:** 1-30-2018

**GOALS (S):**

**RECORDING SECRETARY:** Pam Weipert- Scott Guzzy

<b>NEXT MEETING DATE:</b> May 1, 2018	<b>TIME:</b> 1:00PM
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**Members / Alternates Present:** Todd Birkle, Jody DeFoe, Scott Guzzy, Thom Hardesty, Dan Hunter, Allan Robbins, Joellen Shortley, Kristy Slosson, Lynn Smith-Doane, Lynn Sonkiss, Irene Spanos, Sara Stoddard, Chris Ward, Pam Weipert, Garth Wooten

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**Members Absent:**

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**Others Present:** Phil Bertolini, Janette McKenna, Kevin Bertram, Janet Brinker, Shashi Gowda, Kary Goisdzinski, Dave Golaszewski, Scott Kaiser, Mark Kancuzewski, Eric McGhee, Mary Morgan, Kristine Powers, Tammi Shepard, Jim Taylor, Mike Timm, Carl Wilson, Cassy Zakens

**Call to Order 1:01 by Chair Lynn Sonkiss**

1. Approval of prior meeting minutes: Dan Hunter moved the motion to approve the minutes. Jody DeFoe supported the motion. The minutes were approved.  
<http://www.oakgov.com/pmo/>
2. Review 2017-18 Master Plan Quarterly Status Report:
  - a. Vacant Position Report (as of January 19, 2018) - pg. B.6
    - Janette McKenna reported that IT began the period with 16 vacancies. There are two new vacancies, resulting in an 11% vacancy rate. Janette said that IT had filled three of the positions they were actively recruiting for since the report had been generated.
  - b. Review Planned Maintenance/Upgrades pg. A.1- A.17
    - HIPAA Compliance-Enhancement Program – Work continues on the corrective action plans.

- Financial and Human Capital Management System RFP – The sandbox sessions have been completed. Questions remain on several specific HR and IT items. Vendors will need to participate in a proof of concept to resolve these outstanding matters.
- EDCA Digital Marketing Budget – MI Great Artist and other connective sites.
- Corp Counsel Matter Management – Completing contract negotiations. Then will begin implementation.
- Homeland Security System – A vendor has been selected. Finalizing contract negotiations.
- EDCA Salesforce Integration – A vendor has been selected. Needs to go through tech design, then contract negotiations.
- Law Library Infrastructure Improvement – In initial planning phase.
- Purchasing Vendor Insurance Tracking Solution – In initial planning phase.

c. Master Plan Analysis - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ended 12/31/2017. The Finance/Admin Group has completed 46% of Enhancements, 31% of Planned Maintenance and Upgrades, and 66% of Support/Maintenance. Overall the Finance Leadership Group delivery was 52%. IT's delivery to all leadership groups was 56%.

**3. 2019-2020 Master Plan Preparation Memo –**

Phil Bertolini reminded the group that in preparation of the 2019-2020 Information Technology Master Plan, departments should work with their IT representatives to prepare requests for sizing for the May 1, 2018 meeting. At that meeting, Project Scope and Approach and Return on Investment documents for potential projects will be presented for review and prioritization for IT sizing, based on the sizing budgets available.

Tammi Shepard asked that departments consider technical debt when identifying future IT projects. It may be a better decision to invest in a new solution rather than continue to maintain the old one.

**4. New Business –**

a. Financial & Human Capital Management System RFP

- The group agreed to add 309 hours of additional funding to the project for the Proof of Concept phase.

**5. Chair Sonkiss adjourned the meeting at 1:21 PM.**