

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

**LEADERSHIP GROUP:** Finance Administration

**MEETING DATE:** 05-02-2017

**GOALS (S):**

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

<b>NEXT MEETING DATE:</b> August 1, 2017	<b>TIME:</b> 1:00PM
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**Members / Alternates Present:** Todd Birkle, Jody DeFoe, Jennifer Hain, Thom Hardesty, Dan Hunter, Joellen Shortley, Sara Stoddard, Chris Ward, Pam Weipert, Garth Wooten

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**Members Absent:** Lynn Sonkiss

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**Others Present:** Phil Bertolini, Janette McKenna, Kevin Bertram, Janet Brinker, Shashi Gowda, Kary Goisdzinski, Dave Golaszewski, Scott Guzzy, Mary Morgan, Kristine Powers, Allan Robbins, Tammi Shepard, Jim Taylor, Carl Wilson, Cassey Zakens

**Call to Order 1:00 by Vice Chair Jennifer Hain**

1. Approval of prior meeting minutes: Defoe moved, Hunter Supported. Approved.  
<http://www.oakgov.com/pmo/>
2. Review 2017-18 Master Plan Quarterly Status Report:
  - a. Vacant Position Report (as of April 21, 2017) -pg. B.6
    - Began period with 20 vacancies; there are still 20 vacancies. Four have been filled, and there are four new vacancies. Two of the vacancies will be filled this week.
    - 12% vacancy rate
  - b. Review Planned Maintenance/Upgrades pg. A.1- A.17
    - Maintenance and software Upgrades – Status reviewed. The Garage’s Fastner upgrade is in progress.
    - HIPAA Compliance-Risk Assessment – Complete. Began remediation and overall policies and procedures.

- Financial and Human Capital Management System RFP – Demos are ongoing through May 19. Then will score and pick a vendor.
  - Audit Management System – Kickoff meeting on May 1.
  - EDCA Digital Marketing 2017 Elite 40 – Completed in February
  - Corp Counsel Matter Management – One vendor responded to RFP. Evaluators were not impressed. LaserFiche will provide an estimate by the end of the week.
- c. Master Plan Analysis- Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ending 3/31/2017. The Finance/Admin group completed 29% of Enhancements, 10% of Planned Maintenance and Upgrades, and 27% of Support/Maintenance. Overall Finance Leadership Group delivery was 27%. Total IT delivery to all departments was 22%.
3. New Business - No new business
  4. Motion to adjourn the meeting at 1:28 PM by Birkle, supported by Weipert.
  5. Next meeting on August 1, 2017 @ 1:00 PM.