

OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 08-01-2017

GOALS (S):

RECORDING SECRETARY: Pam Weipert- Scott Guzzy

NEXT MEETING DATE: October 31, 2017	TIME: 1:00PM
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Members / Alternates Present: Todd Birkle, Scott Guzzy, Jennifer Hain, Thom Hardesty, Joellen Shortley, Lynn Sonkiss, Irene Spanos, Sara Stoddard, Chris Ward, Pam Weipert, Garth Wooten

Members Absent: Jody DeFoe, Dan Hunter

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

Call to Order 1:00 by Chair Lynn Sonkiss

1. Approval of prior meeting minutes: Birkle moved, Wooten Supported. Approved.
<http://www.oakgov.com/pmo/>
2. Leadership Group members introduced themselves to Mike Timm, the new IT Director.
3. Review 2017-18 Master Plan Quarterly Status Report:
 - a. Vacant Position Report (as of July 21, 2017) - pg. B.6
 - Began period with 20 vacancies; there are still 20 vacancies. Three positions have been filled, and there are three new vacancies. Two additional positions, listed as vacant on the report, have been filled.
 - 12% vacancy rate
 - b. Review Planned Maintenance/Upgrades pg. A.1- A.17
 - HIPAA Compliance-Enhancement Program – Completed IT policy and corrective action plans.

- Financial and Human Capital Management System RFP – Have completed RFP, and vendor demos. Are working on references.
- Audit Management System – Vendor is configuring product. Training is scheduled.
- EDCA Digital Marketing Budget – Development and implementation.
- Corp Counsel Matter Management – Looking at LaserFiche.
- Homeland Security System – RFP issued. Responses due on August 3, 2017
- EDCA Salesforce Integration – Conducting initial planning.
- Finance/Admin Enhancement Budget

c. Master Plan Analysis - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ending 6/30/2017. The Finance/Admin group has completed 39% of Enhancements, 16% of Planned Maintenance and Upgrades, and 38% of Support/Maintenance. Overall Finance Leadership Group delivery was 37%. IT's delivery to all departments was 34%.

4. New Business –

- Lynn Sonkiss provided an update on the FIN/HR System selection process. Departments will be contacted after a system is selected to provide input on the configuration. Lynn reminded the group that the new system will not be perfect. No system is perfect.

5. Motion to adjourn the meeting at 1:13 PM.

6. Next meeting on October 31, 2017 @ 1:00 PM.