FINANCE/ADMINISTRATION LEADERSHIP GROUP

Meeting Minutes
January 20, 2015

Jim VerPloeg called the meeting to order at 1:00pm in Room 126/127 of the Information Technology Building.

Members Present: Lynn Sonkiss, Jim VerPloeg, Jennifer Hain, Todd Birkle, Joellen Shortley.

Members Absent: Nancy Scarlet, Jody DeFoe, Ted Quisenberry, Leigh-Ann Stafford, Garth Wootten, Irene Spanos,

Others Present: Janette McKenna, Carl Wilson, Kristine Powers, Dennis Faustich, Purvi Shah, Mary Gaissert, Kevin Bertram, Ed Sager, Ed Poisson, Janet Brinker, Jim Taylor, Phil Bertolini, Cassy Zakens, Angie Broegman-Stinde, Tammi Shepherd, Kary Goisdzinski, Lynn Smith-Doane.

I.   Approval of Minutes from October 21, 2014

Moved by VerPloeg, 2nd by Sonkiss and supported by Hain. Minutes approved unanimously on a voice vote.

II.   Review Quarterly Status Report

1. Vacant Position Report Status

The Vacant Position Report (ref. Page B.6) reflects 31 vacant. 4 have been filled, 9 highlighted positions are approved to be filled.

Sager continued with the eGovernment review (ref Page A.20-23).

| eGovernment Services LG Support & Maintenance 2015-2016 ||
Activity	Status
01	Over-the-counter payments completed. Waiting on shipment of cards to roll out.
02	Upgrade Contact Us Application – Carryover from 2014. Deployed with OakGov launch.
04	Website Migration – 19 sites to date/2 remaining. OakGov is the last one.
05	SharePoint 2013 Training – Aligns with OakGov
06	G2G Program Development - Last quarter – 1 enhancement. Near complete.
08	G2G – Participant Development Budget – recruit new contracts – online/over-the-counter
09	G2G Participant Implementation Budget –4 new participants added to the system.
10	Rewrite Separate Web Services – payment process. Initial Planning stages.
16	G2G Marketplace Vendor Expansion – RFP for New Vendors. Released 2-3 weeks.
17	Citizen Engagement Budget Website – video's/social media/podcasts. Up 65% from 12/2013 to 12/2014.
19	County Recognition and Initiatives – Mobile 1st Website.

2. *Internal Services Status*

McKenna continued with a review of Internal Services Status (ref Page A.24-A.27).

| Internal Service LG Planned Maintenance & Upgrades 2015-2016 ||
Activity	Status
02	SC Communications CO Services – new wireless devices requests
04	Asset Management/Configuration Management Database Program – Beginning assessment – service center application.
09	SC Communications Call Agent EB – 1 request past quarter

3. *Technical Systems and Networking Division Status*
   C. Wilson gave an update on activities of the Technical Systems and Networking Division (ref Page A.28-36).

Technical Systems LG Planned Maintenance & Upgrades 2015-2016	
Activity	**Status**
05	Managed Print Services – Transitioned to ongoing maintenance phase.
08	Microsoft Office 365 – IT pilot done. Rollout to County Feb – Oct.
11	Reference Architecture Program – replace within data center. Equipment installed. Operational by end of March.

4. *Planned Maintenance/Upgrades/Master Plan Activity Review*
   Gaissert provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.6-9.)

Finance/Admin LG Master Plan Activity 2015-2016	
Activity	**Status**
01	Check Writing Software – Completed. Additional project hours approved – Go live set for February.
02	Health Division Website. Finalize - web
03	New Employee Orientation Video – Complete – replaced outdated video.
04	AV Services – migrate support and maintenance. IT will take over.
05	ACA Employer Reporting Budget – received modifications from Rimini Street – applied to test.
06	HR Website Improvement Program – Discovery phase has begun.
27	Citizen Engagement Budget – OakAlert podcast.

5. *Master Plan Analysis*

   McKenna reviewed the Master Plan Analysis (ref. Page C.1) for 2015-2016. The Finance/Admin group completed 10% of Enhancements, 8% for Planned Maintenance and Upgrades, and 17% for Support/Maintenance. Overall Finance LG delivery was 12%. Total IT delivery to all departments was 12%.

III.   <u>**2015-2016 Master Plan**</u>
No Activity

IV.   <u>**Next Meeting Date**</u>

Next scheduled meeting is Tuesday, April 21, 2015 at <u>1:00 p.m</u>. in Information Technology's conference room 126-127.

V.   <u>**Adjourn**</u>
VerPloeg adjourned the meeting at 1:20pm.