

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

<b>LEADERSHIP GROUP:</b>	FINANCE/ADMIN	<b>MEETING DATE:</b> 01/26/2016
<b>GOALS (S):</b>		
<b>RECORDING SECRETARY:</b>	Jennifer Hain/Angie Broegman-Stinde	

<b>NEXT MEETING DATE:</b>	04/19/16	<b>TIME:</b> 1:00PM
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**Members Present:** Ted Quisenberry, Garth Wootten, Pam Weipert, Lynn Sonkiss, Jennifer Hain, Todd Birkle, Leigh-Anne Stafford, Pat Davis (alt. J. Shortley)

**Members Absent:** Jody DeFoe, Jim VerPloeg, Dan Hunter

**Others Present:** Scott Guzzy, Lynn Smith-Doane, Janette McKenna, Phil Bertolini, Tammie Shepherd, Janet Brinker, Angela Cox, Kristine Powers, Kary Goisdzinski, Purvi Shah, Sherry Yagiela, Kevin Bertram, Ed Poisson, Cassy Zakens, Carl Wilson, Sara Stoddard

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**Call to Order 1:02**

- 1. Approval of Minutes: Sonkiss moved, Hain Supported.**
- 2. Review 2015-16 Master Plan Quarterly Status Report:**
  - Current vacancies – 22 vacant. 3 positions to be filled this month
  - Planning of vacancies – down to 8% vacancy rate

**Finance**

- 2016 EDCA Digital Promotions – Elite 40
- FOIA Management System – Complete
- HR Website Improvement Program – Currently in Public Site Phase
- PeopleSoft Research – Phase 1 – RFP this quarter

**eGov**

- eCommerce Redesign Program – Separate Modules
- eCommerce Redesign Program - RFP to vendors
- G2G Participant Development – Recruit and Development G2G (4)
- G2G Participant Implementation – implemented 6 participants
- Citizen Engagement Budget Website – Social Media/2000 followers on Instagram, 3000 on FaceBook
- eGovernment Program Development – improvements to eGov program

**Internal Services**

- SC Communications CO Services – wireless device requests
- SC Communications Call Agent EB

**Technical Systems**

- Office 365 for County Staff

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3. **Corporation Counsel – FOIA Management System – Size Estimate.**  
Will be presented next quarter.
4. **Purchasing EB** – Requesting 50 hours for automating secure Comerica interface and SharePoint form changes.
  - Motioned by Hain, Supported by Sonkiss, to move 50 hours from unallocated to Purchasing budget.
5. Finance Admin Leadership unallocated – 293 hours.
6. Master Plan Time Table – Meeting in April – 20 hours per sizing project for new master plan.

**Summary of Delivery**

McKenna reviewed the Master Plan Analysis (ref. Page C.1) for 2015-2016. The Finance/Admin group completed 60% of Enhancements, 90% for Planned Maintenance and Upgrades, and 84% for Support/Maintenance. Overall Finance LG delivery was 67%. Total IT delivery to all departments was 60%.

**Adjourn**

Birkle adjourned the meeting at 1:17.

Next Meeting: Tuesday, April 29, 2016 @ 1:00pm