

OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 01-31-2017

GOALS (S):

RECORDING SECRETARY: Pam Weipert- Scott Guzzy

NEXT MEETING DATE: May 2, 2017	TIME: 1:00PM
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Members Present: Lynn Sonkiss, Garth Wooten, Dan Hunter, Jennifer Hain, Pam Weipert, Joellen Shortley, Leigh-Ann Stafford, Chris Ward, Sara Stoddard

Members Absent: Todd Birkle and Jody DeFoe

Others Present: Phil Bertolini, Janette McKenna, Tammi Shepard, Janet Brinker, Michael Andrews, Scott Guzzy, Mark Kanczuzewski, Dave Golaszewski, Cassey Zakens, Kristine Powers, Jim Taylor, Tammi Shepard, Chris Burrows, Mary Morgan, Sue Proksch, Carl Wilson

Call to Order 1:03

1. Approval of prior meeting minutes: Hunter moved, Garth Supported. Approved
<http://www.oakgov.com/pmo/>
2. Review 2017-18 Master Plan Quarterly Status Report:
 - a. Vacant Position Report (as of December 31, 2016) -pg. B.6
 - Current vacancies -17. Three of the 20 positions on the report have been filled since the end of December.
 - 10% vacancy rate
 - b. Brief update on the Security Program and Windows 10 Implementation
 - Security Program - Chris Burrows summed up the activities of last 4 years. Ransomware is currently the biggest security threat from “click on” sites or sites that employees go to. The County continually evaluates sites and blocks these for protection. Chris asked that the group relay to everyone in their areas to be patient as IT implements safeguards from phishing and bad sites. Phil added that

all employees should practice safeguards at home also. Chris recommended backing up hard drives two times per year.

- Windows 10 Implementation - Carl Wilson discussed IT's plan to implement Windows 10 efficiently. The software will coincide with workstation replacements in each department. They are working with an accelerated timetable and expect to be finished by 2020. Lynn Sonkiss asked if existing software solutions have been tested against the new systems for compatibility. Carl said yes. If any problems are identified during the implementation, the compatibility issues will be corrected system wide so they are not problems in subsequent departments' rollouts.

c. Review Planned Maintenance/Upgrades pg. A.1- A.17

- Maintenance and software Up-Grades – On time.
- HIPAA Compliance-Risk Assessment – Has been started and some job shadowing is in progress.
- Financial and Human Capital Management System RFP - Reviewing responses, with 6 of 18 reviews now completed.
- Corp Counsel Matter Management - RFP going out soon.
- Audit Management System – RFP went out, vendor selected and contract being negotiated.

d. Master Plan Analysis- Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ending 12/31/2016. The Finance/Admin group completed 12% of Enhancements, 5% of Planned Maintenance and Upgrades, and 13% of Support/Maintenance. Overall Finance Leadership Group delivery was 12%. Total IT delivery to all departments was 11%.

3. New Business - No new business
4. Lynn adjourned the meeting at 1:33 PM
5. Next meeting on May 2, 2017 @ 1:00 PM.