

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

<b>LEADERSHIP GROUP:</b>	FINANCE/ADMIN	<b>MEETING DATE:</b> 04/19/2016
<b>GOALS (S):</b>		
<b>RECORDING SECRETARY:</b>	Jennifer Hain/Angie Broegman-Stinde	

<b>NEXT MEETING DATE:</b>	07/26/2016	<b>TIME:</b> 1:00PM
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**Members Present:** Garth Wootten, Pam Weipert, Lynn Sonkiss, Leigh-Anne Stafford, JoEllen Shortley, Jody DeFoe, Jim VerPloeg, Dan Hunter, Sara Stoddard, Kristy Slosson, Irene Spanos

**Members Absent:** Ted Quisenberry, Jennifer Hain, Todd Birkle, Pat Davis

**Others Present:** Scott Guzzy, 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, Joe Daly, Laura Mancini, Brad Benn, Mary Morgan, Brian Smith, Shashi Gowda

**Call to Order 1:03**

- 1. Approval of prior meeting minutes:** Sonkiss moved, Hunter Supported.  
Approved
- 2. Review 2015-16 Master Plan Quarterly Status Report:**
  - Current vacancies – 19 vacant.
  - Planning of vacancies – 12% vacancy rate

**Finance**

- ACA Employer Reporting Budget – currently working with Rimini Street
- HR Website Improvement Program – in Public Site Deployment Phase. Plan to implement in June.
- Bond Database Replacement – installed and training.
- PeopleSoft Research RFP – RFP in creation. Sending to vendors in May.
- Citizen Engagement Budget – Digital Media Services. Working with EDCA & Law Library.

**eGov**

**Internal Services**

**Technical Systems**

Group chose to not review status updates for eGov, Internal Services and Technical Systems due to review of 2017-18 Master Plan.

- 3. HIPAA Compliance Risk Assessment** – Create budget for HIPAA Compliance security controls. This is for the technical side of the rule. Estimated 1400 hours – IT funded.
  - Motioned by Shortley, Supported by DeFoe to move it to #7 on the work list.  
Approved.

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4. **ACA Reporting** –requesting 73 hours from unallocated hours. Working with Rimini to meet requirements.
  - Motioned by Spanos, Supported by Sonkiss. Approved.
5. **Finance unallocated** – 243 hours. 73 to move to ACA reporting, 170 remaining hours to move to HIPAA Compliance Risk Assessment. Motioned by Weipert, Supported by DeFoe. Approved.

**2017-18 Master Plan Requests – Sizing Budget Discussion**

**2015/2016 Master Plan Requests – Sizing Budget Discussion**

The projects for the 2017-2018 plan:

Advantage Oakland Website Enhancements  
Corp Counsel Assignment Workflow Improvements  
EDCA BFC Financial Portal  
EDCA Digital Marketing Program  
EDCA Salesforce Management Model  
Homeland Security EOC Responders Solution - Homeland Security Resource Management Solution - Homeland Security System for Emergency Preparedness (3 projects combined)  
Homeland Security Technology Assessment  
HR and Fiscal Services ERP Implementation  
Law Library Infrastructure Improvement  
Purchasing Vendor Insurance Tracking Solution

Move 10 projects for sizing.

**Action taken:** Motioned by Stafford, supported by Sonkiss for sizing of these 10 projects. Motion carried unanimously on a voice vote.

**Summary of Delivery**

McKenna reviewed the Master Plan Analysis (ref. Page C.1) for 2015-2016. The Finance/Admin group completed 70% of Enhancements, 98% for Planned Maintenance and Upgrades, and 103% for Support/Maintenance. Overall Finance LG delivery was 80%. Total IT delivery to all departments was 70%.

**Adjourn**

VerPloeg adjourned the meeting at 2:54.

Next Meeting: Tuesday, July 26, 2016 @ 1:00pm