

FINANCE/ADMINISTRATION LEADERSHIP GROUP

Meeting Minutes April 21, 2015

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

Members Present: Jim VerPloeg, Jennifer Hain, Jody DeFoe, Leigh-Ann Stafford (alt. Miller), Terri Meiers (alt. Sonkiss), Dan Hunter (alt. Spanos), Joellen Shortley.

Members Absent: Ted Quisenberry, Garth Wootten, Todd Birkle, Pamela Weipert.

Others Present: Janette McKenna, Carl Wilson, Purvi Shah, Kevin Bertram, Ed Sager, Ed Poisson, Janet Brinker, Cassy Zakens, Angie Broegman-Stinde, Tammi Shepherd, Kary Goisdzinski, Lynn Smith-Doane, Pat Davis Sharon Cullen, Mark Kanczuzewski.

I. Approval of Minutes from January 20, 2015

Moved by Hunter, 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 27 vacant. 5 have been filled, 3 new have opened = 25 vacant to date. 6 highlighted positions are approved to be filled.

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

eGovernment Services LG Support & Maintenance 2015-2016	
Activity	Status
01	Over-the-counter payments completed. Rolled out over 200.
02	Upgrade Contact Us Application – Deployed 3/30.
04	Website Migration – Migration is complete. Wrapping up Post Implementation
05	SharePoint 2013 Training – with content editors
06	SharePoint 2013 Training Enhanced – oakgov.com migration
07	G2G Professional Services – housed OCC hardware
09	G2G Program Management – On going to recruit new participants.
11	G2G Participant Implementation Budget – several new participants added to the system.
12	Rewrite Separate Web Services – break up for less complexity, 1 st phase in the project.
17	G2G Marketplace Marketing Budget –
18	Citizen Engagement Budget Website – video’s/social media/podcasts. Now have twitter verified account. Over 6500 photos on Instagram. Live Work Play Blogs.
20	County Recognition and Initiatives –Submitted to NACO, Digital Promotion presented to Bar Group.

2. Internal Services Status

McKenna continued with a review of Internal Services Status (ref Page A.280-A.32).

Internal Service LG Planned Maintenance & Upgrades 2015-2016	
Activity	Status
02	SC Communications CO Services –
08A	Resource Utilization Process – Last Quarter. Helps with scheduling.
09	SC Communications Call Agent EB – completed 9 requests last 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.33-42).

Technical Systems LG Planned Maintenance & Upgrades 2015-2016	
Activity	Status
10A	Microsoft Office 365 – Installations for 11 departments, 1200 employees. Finish by Oct/Nov.
11	Reference Architecture Program – Nearing completion of installation phase.

4. Planned Maintenance/Upgrades/Master Plan Activity Review

Brinker provided an update on Finance/Admin Leadership Group Planned Maintenance and Upgrades (ref. Pages A.7-12.)

Finance/Admin LG Master Plan Activity 2015-2016	
Activity	Status
01	Check Writing Software – Implemented last quarter. Post Implementation.
02	Health Division Website. Implemented on 3/30.
04	AV Services – Transition completed. Effective 4/1/15.
05	ACA Employer Reporting Budget – Completed 1 update from Rimini Street. More to come later.
06B	HR Website Improvement Program – Design phase has begun – internal and external.
07	Bond Database Replacement Program – RFP last quarter. Released responses.
11	Advantage Oakland Migration – Amazon Cloud
14	HRMS EB – some progress
15	Financial/Supply Chain EB -
18	Treasurer’s Systems EB – Kofax App
21	Central Services EB – prep for 2015 Auction
27	Citizen Engagement Budget – Use linkedin to promote RFP’s. Working on video’s

5. Master Plan Analysis

McKenna reviewed the Master Plan Analysis (ref. Page C.1) for 2015-2016. The Finance/Admin group completed 23% of Enhancements, 12% for Planned Maintenance and Upgrades, and 36% for Support/Maintenance. Overall Finance LG delivery was 27%. Total IT delivery to all departments was 24%.

III. 2015-2016 Master Plan

Corporation Counsel Assignment Workflow Improvements – Request to Size.
Motion from Hunter, supported by Hain. Approved unanimously on a voice vote.

IV. Next Meeting Date

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

V. Adjourn

VerPloeg adjourned the meeting at 1:23pm.