OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP:	FINANCE/ADMIN	**MEETING DATE:**	7/26/16
GOALS (S):			
RECORDING SECRETARY:	Jennifer Hain/Angie Broegman-Stinde		

NEXT MEETING DATE:	10/25/16	**TIME:**	1:00PM

Members Present:	**Garth Wootten, Pam Weipert, Leigh-Anne Stafford, JoEllen Shortley, Jody DeFoe, Jim VerPloeg, Dan Hunter, Sara Stoddard, Irene Spanos, Jennifer Hain, Todd Birkle, Terri Meiers**
Members Absent:	**Ted Quisenberry, Pat Davis, Lynn Sonkiss,**
Others Present:	**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, Scott Guzzy**

Call to Order 1:02

1. **Approval of prior meeting minutes:** Hunter moved, DeFoe Supported. Approved

2. **Review 2015-16 Master Plan Quarterly Status Report:**
   - Current vacancies – 23 vacant.
   - Planning of vacancies – 15% vacancy rate

   - **Summary of Delivery -** McKenna reviewed the Master Plan Analysis (ref. Page C.1) for 2015-2016. The Finance/Admin group completed 89% of Enhancements, 104% for Planned Maintenance and Upgrades, and 122% for Support/Maintenance. Overall Finance LG delivery was 99%. Total IT delivery to all departments was 84%.

     - HIPAA compliance-Risk Assessment – Currently in planning stages
     - ACA Employer Reporting Budget – working with Rimini Street
     - HR Website Improvement program – complete
     - Bond Database Implementation – Complete
     - PeopleSoft Research RFP – completed RFP. Expected to send out end of August
     - Audit Management System – RFP went out last week.

3. **Finance unallocated – 21 hours**. 101 hours needed to complete requests. (ACA – 60 needed, New Employee Orientation Video – 36 needed, BOC EB – 5 needed). 37 from Veterans, 15 from HR, 20 from Central Services, 8 from Compliance and 21 from unallocated. Motioned by Birkle, Supported by Hunter. Approved.

2017-18 Master Plan Requests – Priority list Discussion

Projects prioritized for the 2017-2018 plan:

1. EDCA Digital Marketing Program
2. Corp Counsel Assignment Workflow Improvements
3. Homeland Security Management System
4. EDCA SalesForce Management Model
5. Purchasing Vendor Insurance Tracking Solution
6. Law Library Infrastructure Improvement
7. EDCA BFC Financial Portal
8. Homeland Security Technology Assessment
9. Advantage Oakland Website Enhancements

Action taken: Motioned by DeFoe, supported by Spanos. Motion carried unanimously on a voice vote.

Adjourn
VerPloeg adjourned the meeting at 1:53.

Next Meeting: Tuesday, October 25, 2016 @ 1:00pm