

OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 7-31-2018

GOALS (S):

RECORDING SECRETARY: Pam Weipert- Scott Guzzy

NEXT MEETING DATE: October 30, 2018	TIME: 1:00PM
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Members / Alternates Present:	Todd Birkle, Jody Weissler DeFoe, Scott Guzzy (late), Thom Hardesty, Dan Hunter, Jennifer, Llewellyn, Laura Mancini, Kevin Scheid, Joellen Shortley, Kristy Slosson, Lynn Sonkiss, Leigh-Anne Stafford, Sara Stoddard, Irene Spanos, Pam Weipert
Members Absent:	Allan Robbins, Lynn Smith-Doane, Chris Ward
Others Present:	Phil Bertolini, Janette McKenna, Janet Brinker, Dawn Clark, Kary Goisdzinski, Mary Gosine, Scott Kaiser, Eric McGhee, Paul Megge, Kristine Powers, Stephanie Rice, Stu Smith, Tammi Shepard, Mike Timm, Sherry Yagiela, EJ Widun, Cassy Zakens

Call to Order 1:02 by Chair Lynn Sonkiss

1. Approval of prior meeting minutes: Leigh-Anne Stafford made the motion to approve the minutes. Dan Hunter supported the motion. The minutes were approved.
<http://www.oakgov.com/pmo/>
2. Review 2017-18 Master Plan Quarterly Status Report:
 - a. Vacant Position Report (as of July 20, 2018) - pg. B.6
 - Janette McKenna reported that IT began the period with 22 vacancies. Two people have resigned, and seven positions have been filled, leaving 17 vacant positions. The 10% vacancy rate highlights IT's active recruiting efforts. Janette said that IT has requisitions out and is interviewing people to fill the positions that are highlighted on the report.
 - b. Technical Systems & Networking Update
 - Tammi Shepard reported that IT has received new pricing for Adobe software effective April 5, 2019. The price will increase from \$20 per license to \$84. The County has the professional license on all workstations. Since the price will

increase, IT is changing its distribution model. IT will evaluate which users can use Adobe Reader (free license) and which users need the Adobe Professional (license fee). Application Services has been charged with determining who really needs the software.

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

- 03 - HIPAA Compliance-Enhancement Program – Work continues on the corrective action plans.
- 03A - MyInsight Implementation – In the process of operationalizing compliance.
- 04 - Financial and Human Capital Management System RFP – The contract is signed. A resolution was passed by the Board of Commissioners. The team is planning and staffing for the implementation.
- 06B - EDCA Digital Marketing Budget – Tech 248. Converting website for MiGreat Artist.
- 07 - Corp Counsel Matter Management – Plan to go live in August.
- 08 - Homeland Security System – Contract is being finalized. Kick off in one month.
- 09 - EDCA Salesforce Integration – Working through post implementation support. Project to be closed by the end of September.
- 10 - Law Library Infrastructure Improvement – The project is on hold and will be re-planned.
- 11 - Purchasing Vendor Insurance Tracking Solution – On hold. Unable to find a vendor that offers a better product than what Purchasing currently has.
- 13 – Enhancement Budgets – Due to the ebb and flow of people and projects, the leadership group has 256 unallocated hours and 524 unrequested enhancements. Late starts and prolonged contract negotiations will cause the Homeland Security Management System, the Law Library Infrastructure Improvement Project and HIPAA to carryforward into the next Master Plan.

d. Master Plan Analysis - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ended 6/30/2018. The Finance/Admin Group has completed 71% of Enhancements, 42% of Planned Maintenance and Upgrades, and 93% of Support/Maintenance. Overall the Finance Admin's Leadership Group delivery was at 76%. IT's delivery to all leadership groups was 87.5%.

3. 2017-2018 Master Plan

- a. The group reviewed the request to move 81 hours from Unallocated hours to the Law Library Infrastructure Improvement project. There were 256 Unallocated hours before this request. Jody Weissler DeFoe made a motion to approve the request. Thom Hardesty seconded the motion. The motion was approved unanimously.

4. 2019-2020 Master Plan:

The IT Project Manager/Leaders presented the projects that had been sized. Janette distributed a summary of the Requested projects for the 2019-2020 Master Plan and explained the process. IT begins with their total hours, and subtracts planned maintenance hours to determine the number of hours available for new development. These hours are spread across all five leadership groups. Historically IT Fund Equity has paid for projects. Today, the group is setting priorities. We need to cut from the bottom up.

The criteria for ranking projects are: 1) Funded Hours, 2) ROI Payback, 3) Cumulative ROI, and 4) Technological Debt. Tammi reminded the group that Technological Debt is incurred when there are old applications that are maintained. Increased support is required, there are security issues, and they are not user-friendly. Phil Bertolini said that the cost of maintaining the systems is indicative of what happens when the programs age. They are not supported by the vendor, and there are cybersecurity issues.

The group discussed the sizing results and priorities. One project – Health Kiosk Replacement was dropped from the priorities. A motion was made by Jody Weissler DeFoe to approve the following prioritization. Irene Spanos seconded the motion. The motion was approved unanimously.

Status*	Priority	Project Name
CF	1	HIPAA Compliance Enhancement Program
CF	2	MyInsight Implementation
CF	3	Homeland Security Management System
CF	4	Law Library Infrastructure Improvement
	5	Financial and Human Capital Management Implementation
	6	Siren Management Application Replacement
	7	EDCA Workforce Development KPI Software
	8	EDCA Workforce Technology Assessment and Roadmap
	9	EDCA Digital Marketing Program
	10	Procurement Solution
	11	CDR HHSCP Application Re-Write
	12	Veterans Services Soldier Relief Database
	13	Health Website Standardization
	14	Kronos Sheriff PeopleSoft Integration / rename / new strategy
	15	HSD GIS Data Consolidation
	16	Online Nurse-On-Call Chat Implementation

Status*	Priority	Project Name
	17	Public Health Interactive Maps
	18	HSD Learning Management System
	19	HSD Imaging
	20	Health Document Management & E-Signature System
	21	Central Services - Records Management Solution
	22	Satellite Communication Backup System (grant funds)

5. Chair Sonkiss adjourned the meeting at 2:19 PM.