

OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: LAND

MEETING DATE: 10/25/16

GOALS (S): To help direct and allocate valuable IT development resources to initiatives and projects that are the most beneficial to the County organization as a whole.

RECORDING SECRETARY: Tiffany Jacob

NEXT MEETING DATE: 1/31/17

TIME: 3:00PM

1. **Routine Business**

- a. Call to Order 3:02 PM,
- b. Previous meeting minutes from July 26, 2016 approved
- c. Meeting agenda for today October 25, 2016 approved
- d. Review 2015-2016 Master Plan Quarterly Status Report
 - i. Vacant Position Report-page B.6- There was 23 vacancies, filled Nine positions, Total 16 vacancies, currently at 10% vacancy rate. The lowest rate we have had.
 - ii. Brief status of e-government, internal services and technical systems activity-page A.37-A.68
 - iii. Review planned maintenance/upgrades and master plan activity status-Page A.1-A.36
 - #7 AAT Upgrade-Completed.
 - #9b CAMS mobile RFP completed.
 - #12 FMO RFP Mgmt. systems- RFP completed, waiting on contract.
 - #13 FMO Asset Opt- vendor configuring items
 - #14 WRC service RFP-kicked off and in progress
 - #15 WRC IVR-vendor selection completed, and closed
 - #16 WRC CCTV-Product implemented
 - #17WRC data repository- In development phase
 - #18 Tax Management System- 30% unit testing
 - #19 Road Commission- working with customer on training
 - #20a EH Enterprise- completed and signing contract
 - #20b EH Enterprise RFP- setting up demos
 - #21a WRC Cost- completed in summer, template in use
 - #23 Park & Rec website- complete
 - #26 WAS Program- completed all development and testing deployed
 - #28 CAMS Enterprise Enhancement- created service center password notification set up
 - #29 WRC developmental budget- created remapping tool
 - #30 GIS enterprise- require board approval. Created 4 Arc GIS maps for public use.
 - #30a GIS Enterprise Road Show- completed with Treasury. Survey CVT's for Pilot
 - #35 Equal EB- Citrix mobile solved
 - #36 Park & Rec EB- implemented network
 - #37 FM EB-Set up Arc GIS online
 - #46 BSA EB- completed APEX enhancement
 - iv. Master Plan Analysis-page C.1
 - Target 100%, delivery to Land Leadership group completed 92%, overall 93%, overall dept. delivery was at 98%.
 - Janet spoke: Peoplesoft re-do state RFP over 10 years old looking at replacing. Running as is, but want upgrade. RFP went out late August. February will be demonstrations will hear from HR for people to assist and participate to make a successful project. Departments will be involved.
 - Phil Bertolini spoke: Largest project we are going to do. Will require process changes and training, Will take years to complete countywide project.

CLOSE 2015/2016 MASTER PLAN

2. **Decision Points**

- a. WRC Asset Optimization Phase II- Size Estimate Presentation- Sized and Funded 932 hours to provide more accurate GIS to asset management system. WRC optimization funded project put in priority between 14 & 15 as new #15. Seek Motion to prioritize: **APPROVED** #23 WRC is a funded project bringing funding for it. The new #16. Seek Motion to prioritize: **APPROVED**
- b. RCOC SAD Management Upgrades- Request to Size- modern technology more efficient and accurate. Savings significant not replacing a person and will bring back as a funded project Request approve to size: **APPROVED**

Before go on to #3, Review Leadership Master Plan:
Pg. 2: Plan for 2017/2018. 71% for fixed Labor and 29% discretionary.
Pg 3-5: Leadership Group responsibilities, the representatives in each of those groups
Pg 6: schedule of meetings; get calendars updated. Make note of Halloween.
Pg 7-9: overview/definitions/priority/labor definitions

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Availability & Allocation section:

Total positions, total funding, vacancy rate (10%)

Look at positions and hours & professional services amount and converted to hours.

\$3M for planned maintenance spread over 4 divisions; spread available hours.

chart for each division: Land 50,661 hours

Fixed Labor 41,380

Planned Maint. 23,671

Develop. Hrs. 15,191

Proj. spec. hrs.22,113

Total to Land 102,355

Detail of Land Projects:

00 equal carry forward projects

Cut was at priority 21

That point down goes to open requests

Different than last master plan: Land enhancements combine to 1 project.

Can move hours around and can do without leadership group vote.

Agree to transfer of hours work with IT liaison, work with project management requires no votes and will look at each quarter.

Increases in EB have to go to Land Leadership group and discuss.

3. **2017-2018 Master Plan Presentation**

- a. Prioritize Carry Forward Projects- In alphabetical order now. Suggestion to continue priority from past Master Plan. 1-7, then 8. Motion to approve carry over of projects: **APPROVED**
- b. Reminder- projects that require software or hardware purchases- work with fiscal services
- c. Election of Officers- **Chair: Leigh-Anne Stafford**
Vice Chair: Art Holdsworth
Rec Sec: Tiffany Jacob

Thank you to Phil Castonia. He did a great job as Chair and will be hard shoes to fill.

4. **Other Business**

- a. Adjourn 3:43pm
- b. Next Meeting January 31, 2017- 3:00pm