OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration   **MEETING DATE:** 01/28/2020

GOALS (S):

RECORDING SECRETARY: Pam Weipert

NEXT MEETING DATE: March 24, 2020	**TIME:** 1:00 PM

Members / Alternates Present:	Jody DeFoe, Scott Guzzy, Allan Robbins, Kevin Scheid, Joellen Shortley, Kristy Slosson, Lynn Sonkiss, Chris Ward, Pam Weipert
Members Absent:	Todd Birkle, Jeanette Gravelle, Thom Hardesty, Dan Hunter, Leigh-Anne Stafford, Garth Wooten
Others Present:	Janet Brinker, Wendy Conklin, TJ Fields, Kary Goisdzinski, Mary Gosine, Janette McKenna, Paul Megge, Tammi Shepherd, Mike Timm, EJ Widun, Cassy Zakens

Call to Order 2:00 by Chair Lynn Sonkiss

1.   **Approval of prior meeting minutes –** Jody DeFoe made a motion to approve the minutes. Joellen Shortley seconded the motion. The minutes were approved unanimously.

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2.   **Review 2019-20 Master Plan Quarterly Status Report:**

   a. **Vacant Position Report (as of October 18, 2019) - pg. B.6**

   • Janette McKenna reported that IT began the period with thirteen vacancies. (NOTE: IT filled the Chief Information Security Officer (T.J. Fields) and a Project Manager position between the time the previous quarter's report was run on October 18, 2019 and our October 29, 2019 meeting. These two filled positions were included in the eleven vacancies and 7% vacancy reported as the results for the previous quarter.) In addition to the two positions filled in late October, there was one resignation, and three new-to-the-budget CLEMIS positions were added. Currently there are 15 vacancies, which is a 9% vacancy rate. The highlighted positions on the report are those that are the top priority to fill.

b. **Review Planned Maintenance/Upgrades pg. A.1- A.19**

- **2018-20 eCommerce Planned Maintenance & Upgrades -** Remediated OmniRIM 2008 servers, migrated to the Cloud and upgraded the version.

- **02C - HIPAA External Risk Assessment –** Completed additional information gathering from potential vendors including formal requests for clarification and have made significant progress on the final scoring of the proposals.

- **03 - Homeland Security Management System –** OakEOC has been implemented in production utilizing a high availability design in the Cloud and the project has been closed. Moved into Support and Maintenance with HSD as they continue training sessions on the system and new processes.

- **04 – Executive Rebranding -** Completed rebranding on multiple public facing applications for the new County Executive. Continuing to work with the administration on rebranding requests.

- **05 – BOC Hardware Replacement -** Completed the electrical upgrade. Devices and Network equipment is currently being configured. Training material is being developed and sessions are being scheduled.

- **06 – Law Library Infrastructure Improvement -** The Law Library Improvement project is expected to start up again in February.

- **07A - FHCM Program Management –** Continuing to charge time to this project for overall Program Management which includes Vendor Management, training, and other on-going program activities.

- **07D – FHCM Architect (HCM) –** Completed a majority of the design of integrations IT is responsible for and worked on reports requirements, RFP creation, etc. Will soon be addressing historical data approach.

- **07F - FHCM End to End Tenant Build (HCM) –** Data Gathering Workbooks were completed in the last quarter for the End to End Tenant Build by SCI.

- **07G - FHCM Reports & Integrations Development (HCM) –** Continued development of OCIT assigned integrations as well as reports.

- **07H – FHCM Parallel Tenant Build (HCM) –** OCIT started populating data gathering workbooks for the Parallel Tenant Build. The users are currently QA-ing.

- **07I – FHCM Financial Crosswalk Integration -** Started the development of temporary programs that are needed to update PS Financials once HR goes live with WD in July.

- **07J – FHCM Okta Implementation (HCM) -** Started the Okta implementation which is the new IAM tool to integrate with WD. This also includes integrations with the Service Center and O365 and how id's are created and modified.

- **07K - FHCM Phase II - Architect (FCM) -** Initial Planning started for Phase II of the program for implementing Financials.

- **08 – Siren Management Application Replacement –** Both Technical and Business Requirements have been finalized and planning for development has been completed. Development will begin next week.

- **11 - Procurement Solution –** All forms have been created and initial testing is complete. Pending work is forms final user acceptance testing after site migration.

- **12 - CDR/HHSCP Application Rewrite -** Final User Acceptance Testing, full data conversion, and Go Live were completed in the last quarter. The new app went live successfully on 1/8.

c. **Master Plan Analysis -** Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ended 12/31/2019. IT has completed 57% of the Finance/Admin Group's Enhancements/New Development, 84% of Planned Maintenance and Upgrades (PMU), and 67% of Support/Maintenance. Overall the IT's delivery on the Finance/Admin Leadership Group's projects was at 60%. IT's overall delivery to all leadership groups was 59%. We are 62.5% of the way through the 2019-20 Master Plan.

3. **2021-2022 IT Master Plan Requests to Size –** Janette reminded everyone that the group will review the projects to be sized for the 2021-2022 Master Plan at the March 24 meeting. The Master Plan will begin on October 1, 2020.

4. **Other Business -** None

Chair Sonkiss adjourned the meeting at 2:10 PM.