OAKLAND COUNTY
Information Technology Leadership Group
Meeting Agenda

LEADERSHIP GROUP: LAND	**MEETING DATE: 1/25/2022**

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

TIME: 3:00PM	**LOCATION: Via Microsoft Teams Meeting**

NEXT MEETING DATE: 3/22/2022	**TIME:**	3:00PM

Roll Call- All Departments represented and present.

Call to Order

1. Approval of Minutes from October 26, 2021, Meeting-**Approved**

2. **Review 2021- 2022 Master Plan Quarterly Status Report**:
   a. **Vacant position report**
      At 11 total vacant positions. For 7% vacancy rate.

   b. **Review Planned Maintenance/Upgrades**-
      CAMS 15.4 Cloud Upgrade Phase- Bug found during testing working with vendor to resolve.

   Master Plan Activity Status-
   - #1- EH Enterprise Imp-Accela- SME testing and the data conversion is underway. Go live is being adjusted to late Spring.
   - #2- Tax Management System- The vendor completed a conversion of data in the last quarter and is working with IT and Treasurer's office to continue testing.
   - #3- RCOC Traffic Signal Management- Project is on hold until after the CAMS upgrade.
   - #4b- LAMS Rewrite Phase 3- Phase 3 development was completed.
   - #5- WRC NorthStar Replacement Phase 1- Contract negotiations are underway. An initial draft of the contract has been provided to the vendor and waiting for their review.
   - #6-AAT Mandate Program Budget 2021-2022- CAMA data mandates for multiple warrant and settlement reports were completed.
   - #8- FMO Replace Building Management- The BMS application was upgraded in Nov. and a security scan was performed with remediations pending.
   - #9- WRC Asset Optimization- WRC had a SAW grant that was funding this project that has ended, the project will no longer continue.
   - #12- OCIA Lease Management- RFP completed and vendor selected. Contract negotiations underway.
   - #13-WRC Development Budget 2021-2022- Completed additional state zero schema changes and the quarterly EnerGov updates. Estimates provided to WRC for the manhole inspection camera setup.

- #14-GIS Enterprise Program 2021-2022- Initial GIS data gathering, and analysis was done to support potential county initiatives related to food insecurity and resilience hubs.
- #14A- Parcel Fabric Migration- The data migration prep steps were tested and documented. As well work was performed to automate the data migration process.
- #18- WRC Digital Content- This project continues to be on hold.
- #20- WRC Legacy App Requirements- The business requirements are complete. Business requirements document has been reviewed and signed off by WRC. The design apps are in process.
- #23- Land Enhancement Budgets- MBOR date validation completed. New batch class for Treasurer's surplus sales. Devnet SSIS performance. CRD sales file format changes.

C. Master plan analysis

For Land at 46% delivery

Planned Maintenance at 43% delivery

Support & Maintenance at 66% delivery

Overall, at 54% delivery for this group.

All groups at 57%.

Internal Services continue to have higher delivery there because of COVID projects.

Tammy spoke: GIS team members diverted to COVID projects. Impacted by pandemic, projects done as quickly as can, but dealing with things as they come for COVID and emergencies. With the CAMS upgrade many projects will come off hold. There are plans to hire on all teams.

3. **Elect Vice Chairperson**
We have a vacancy for vice-chair. Responsibilities are to fill in for chair when they are unavailable. Sara Stoddard Volunteered. -**APPROVED**

4. **2023-2024 IT Master Plan Requests to Size- Review and Approve**
a) Leadership Group Meetings March 22, 2022
Reminder to review potential projects that would like us to size at March meeting. It is a special meeting in March.

5. **IT Project Updates**

a) Log4j Security Vulnerability – T.J. Fields

Allowed anyone to run code without logging in. All hands-on deck remediated all exposure quickly. 1,000 hours in last 3 weeks of December to clean up or controls on things. 100% of systems in IT under control. At peak of attack seeing attacks- 2 an hour. Still have active attempts still but no compromises.
   i)   Security Training Challenge
Challenge training completion for lunch/dinner with Mike Timms/TJ Fields. % Completion vs. IT. Incentive for other departments to complete. Beat IT's training completion for the month of January and will have lunch with Mike Timm and TJ Fields.

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   b) ARP/Laptops/VPN/GoToMyPC – Mike Timm
ARP/cares dollars spent a lot for remote work support. Building and installing VPN to replace GoToMyPC. Won't work with Mainframe or GIS Editor. Able to get rid of 2nd device. $500,000 end of year for more laptops. Process to get through a change order to distribute those. If demand supersedes supply will go back and request more. Open for requests now. Remove GoToMyPC licenses has a monthly fee.
Question: Funding just for laptops or docking stations, monitors, and accessories?
Yes, planning on standard monitor and docking station to go with that. Separately request a headset if needed, will not be in bundle. Actively manage end of life and swap out.

   c) Website Replacement Project – Tammi Shepherd
Mary will be leading the website project. April 2023 will be replaced. RFP completed in fall for website. 2nd quarter to start talking about website migration. Looking at functionality of website currently and doing an inventory.

   d) Universal Communications & Collaboration (UCC) Update – Mike Timm
Voicemail system and auto attendant outages last summer. Replacement of voicemail, auto attendant, and phones. All converted to new voicemail system now. Effected by supply chain because shortage of equipment, revamping schedule. Wi-Fi system ordered in August. Now a March delivery date. Revamping schedule to accommodate. Wi-Fi will have two new channels-Private network (OC only) requires OC device and log into the network. Will move seamlessly between buildings and connect to network. New public network will increase bandwidth and speed.

6. Other Business- Wendy Conklin retiring Monday. Addie Hankins replacing Wendy. Cassie left the County. Mary promoted to lead E-gov team. Scott Geiser lead WRC health.

Adjourn at 3:39 PM- until next meeting, **March 22, 2022 @ 3:00PM.**

On 3/7/2022, We have a request from the Health Department below for an eVote. Just a reminder that an eVote requires every department to respond in order to have a quorum for this action. Please reply to me by tomorrow (3/8/2022) with your vote on Q1 & Q2.

The Health Division is requesting an eVote approval for the transition of 149 Unallocated hours to the EH Enterprise Imp - Accela Implementation project. The additional hours will be used to complete extended testing for the final phase of the implementation and the delayed go live.

Q1: YES or NO
Does the Land Leadership Group authorize an electronic vote on this request?

Q2: YES or NO
Do you approve the allocation of 149 Unallocated hours to the EH Enterprise Imp - Accela Implementation project?

We have received votes from all voting member of Land Leadership and the request to move unallocated hours is approved.