OAKLAND COUNTY
Information Technology Leadership Group
Meeting Agenda

LEADERSHIP GROUP: LAND	**MEETING DATE: 4/27/2021**
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 Skype Meeting**

NEXT MEETING DATE: 7/27/2021	**TIME:**	3:00

Roll Call- All Departments represented and present.
Call to Order
1. Approval of Minutes from January 26, 2021 Meeting-**Approved**
2. **Review 2021-2022 Master Plan Quarterly Status Report**:
   a. **Vacant position report**
      At 18 total vacant positions. For 11% vacancy rate.
      Had 2 retirements and actively recruiting.
   b. **Review Planned Maintenance/Upgrades**-
      Assessing & Tax planned maintenance- Moved TOS to EWS cloud server.
      PES planned Maintenance- completed legacy retirement.
      CAMS Cloud Upgrade Phase- built new GIS environment.
      CAMS State Zero Process- project complete.
      Master Plan Activity Status
      - #1- EH Enterprise Imp-Accela- End date renegotiated for late fall. Retiring the IMS now.
      - #2- Tax Management System- Delinquent tax file data load was completed.
      - #3- RCOC Traffic Signal Management- completed the GIS data migration, configured workflows in the CAMS application, and began training.
      - #4a- LAMS Rewrite Phase 2-Development was completed on Phase 2 LAMS rewrite.
      - #5- WRC NorthStar Replacement Phase 1- received responses back on RFP and reviewing.
      - #7-AAT Mandate Program Budget 2021-2022- application analysis and requirements were completed. Testing was completed on BS&A assessing & Tax databases. Testing is in progress for land gateway and downstream applications.
      - #9- FMO Replace Building Management- A new BMS QA application environment was recently built and tested.
      - #10-WRC Asset Optimization 2021-2022-completed 3 GIS data updates and changes to the CAMS GIS database. 6 of 13 updates completed.
      - #14-WRC Development Budget 2021-2022- started the Pay Near ME cash payment processing. The ACH automatic payment request requirements are complete. The Bluebeam tech review was completed.
      - #15-GIS Enterprise Program 2021-2022-The migration of Survey Oakland to a new template was finalized, and a training video was created. Multiple new mapping products were created per the county Exec. Teams requests.

- #15a-Parcel Fabric Migration-Data prep was started, the QA environment was created, and a pilot data migration was completed.
- #16- BS&A Development Budget 2021-2022- prep for the 2021 end of year BS&A database rollovers have been completed.
- #20-WRC Digital Content Mgmt. – A new SharePoint site was created for WRC to move the GIS maps from the J drive for the field users to access them without having to connect through GO TO My PC. The project will be placed on hold.
- #25-Municipal Services IT Program- supported Highland Townships fiber re-route that is needed at their City Hall.
- #26-Land Enhancement Budget- MBOR scheduling was completed.

   C. Master plan analysis

     For Land at 16% delivery

     Planned Maintenance at 18% delivery

     Support & Maintenance at 26% delivery

     Overall, at 21% delivery for this group.

     All groups at 23% department level.

     Heavily contributed to COVID is why lower.

3. New Requests for 2021-2022 Master Plan
    i. WRC Billing-Connect Project-Request to Size: Approval to size new project. On Call system to track service calls accurately. Sizing complete prior to July. Evote for size. Propose priority new #5 move WRC NorthStar down to #6. Motion to approve request to size -**APPROVED**
    ii. Accela Foods Implementation Priority #19-remove 500 hours, reallocation of 138 hours to the existing EH Enterprise Accela Implementation (priority #1) and 362 hours removed from the 2021-2022 Master Plan. - **APPROVED**

4. IT Project Updates

a. Universal Communication & Collaboration (UCC)-Timm
New phone system installed at IT. Working through software configuration and phone numbers moved to new vendor. A lot of communication and training as move forward. Dialing will change to 11 digits and additional software available for cell phones and 1 click dialing through PC. If dial 5 digits vs. 11 digits receive a fast busy signal. Voice Override P will help working remotely.

b. Office 365/Teams- Shepard
Made some progress on testing. Turning on for IT to use. Turning on in May countywide will replace Skype for Business. Use for chat, Prescence (red/green), and video conferencing. In July Skype will be gone. Use training videos or classes to maximize use of new system. Other office 365 training; word, excel, one note available.

c. Security-Fields
Later this year, Authentication will be required with roll out of Office 365. User testing happening now. Quarterly reminder to Take monthly security training; next one will come out Monday. Phishing E-mails sent out to see if people click on or report to Abuse. Don't click on links that not supposed to click!

Any Other Business- N/A

Adjourn at 3:33 PM- until next meeting, **July 27, 2021 @ 3:00PM.**