

**OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes**

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 01/25/2022

GOALS (S):

RECORDING SECRETARY: Scott Guzzy

NEXT MEETING DATE: March 22, 2022	TIME: 1:00 PM
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Members / Alternates Present:	Scott Guzzy, Robert Rottach, Lynn Sonkiss, Sara Stoddard, Patti Dib, Pam Weipert, Diane McBroom, Chaunda Nash, Laura Dodd, Allan Robbins, Todd Birkle, Thom Hardesty, Robert Seeley, Allan Robbins, Michael Andrews, Mike Kamenec, Kyle Jen, Thom Hardesty
Members / Alternatives Absent:	Lauren Chamberlin, Leigh-Anne Stafford, Garth Wooten, Jody Defoe
Others Present:	Janet Brinker, Mary Gosine, Janette McKenna, Tammi Shepherd, Mike Timm, EJ Widun, Jennifer Wills, Wendy Conklin, Kristine Powers, Kary Goisdzinski, Dawn Clark, Jeanette Gravelle, T.J. Fields, Addie Hankins

Call to Order 2:03 by Chair Lynn Sonkiss- Microsoft Teams Meeting

1. **Approval of prior meeting minutes** – Approval of 10-26-2021 minutes with correction to the Spelling of Robert Seeley’s name. Todd Birkle motioned to approve, Thom Hardesty seconded, minutes approved.
<http://www.oakgov.com/pmo/>
2. **Review 2021-22 Master Plan Quarterly Status Report:**
 - **Vacant Position Report (as of December 31, 2021) – Appendix B.6**
 - Janette McKenna reported from page B6 of last quarter reported 16 vacancies and have filled six of these positions. One department was missed, so the current list reflects 11 vacancies which is a 7% vacancy rate. There are three Technical Systems and Networking positions open and are actively working with HR recruiting..
 - **Review Planned Maintenance/Upgrades and Master Plan Activity - pg. A.1- A.1704E**
 - Janet Brinker answered there were no significant Planned Maintenance/Upgrades to report.

- **03 Board of Commissioners Reapportionment** - In the last quarter GIS team created the new districts. This was completed in November. More recently they also created PDF and interactive maps of the new districts.
- **05A FHCM Implementation Program 2021-22-** IT continues to charge time to this project for overall Program Management which includes IT Project Status Calls, Vendor Mgmt, Executive Status meetings, weekly PMO call, staffing and other ongoing program activities. Now that go-live has been moved to May 2022, project will be extended.
- **05B FHCM Report Development (FCM/HCM)** - Some Fiscal reports waiting on testing along with a report integration that will group transparency reports for the website to be published.
- **05F FHCM Financial Integrations (FCM)** - Remediation and Unit testing with vendors and users continued last quarter for the remainder of the outstanding integrations. Also, the 1099R BIRT print report was developed, tested, and deployed. This project will close at the end of the month.
- **05G FHCM Financial IS/Job Acct Integrations (FCM)** - Internal Billing functionality unit testing results is being validated, awaiting business sign-off for E2E testing. Functionality related to Reimbursement and external billing unit testing sign-off has been received; ready for E2E testing.
- **05J FHCM WRC CAMS Workday Integration** - In the last quarter, IT was able to development was underway is now close to completion. Unit testing will begin in the next couple weeks.
- **05K FHCM & HCM Archival Solution for PS Data** - Completing business requirement sessions and documenting paths/data needs. Business Requirement Document being prepared.
- **05L FHCM End-To-End Round 3 Tenant Build** - All the data has been extracted from Peoplesoft and has been loaded into Workday for the final end to end testing tenant. The project has been closed.
- **05N FHCM Financials E2E Testing** - Initial planning started for this project.
- **06 MyInsight Implementation** – Application configuration is underway.
- **09 DHSD Inventory Management Implementation** - Vendor Selected and contract negotiations completed.
- **10 Distributed eLearning Solution Implementation** - The project was placed on hold to identify funding and implementation timing.

- **11 County Executive Program Budget** – In the last quarter the team assisted the County Executive Office with the deployment of the new Oakland Cares website, assisted in the build out of the Oakland County ARP site, completed the buildout of the Critical Infrastructure Planning grant form, and completed the buildout and workflow of the Public Meeting Notice request form.
- **12 Intranet Replacement Project** – no update
- **13 Citizen Engagement Budget** – no update
- **14 Point of Sale Terminal Replacement - The RFP process has completed, a vendor has been selected, and currently in the contract negotiation process.**
- **15 Physical Records Management System -The Currently, in RFP phase of the project. Vendor selection expected this quarter.**
- **17 Finance/Admin Enhancement Budgets** – Within the Fin/Adm EB - Economic Development has used hours to Enhance several areas of Salesforce, together we have created an executive Dashboard, Redesigned the referral process workflow, and started gathering requirements for an Emerging Growth and Innovation data import and dashboard.

Master Plan Analysis - Janette McKenna reviewed the Delivery of Master Plan Analysis (ref. Page B.7) for the Master Plan Finance Group. The total Enhancement Development is at 62.5% through this current master plan and the delivery for the Finance Leadership group is at 63%. The Planned Maintenance and Upgrades for the Finance group is at 22% and 56% total. The Total delivery to the Finance Group is at 60% and she asked for the group to review the remaining breakdown for the other groups. Janette added that higher percentage was previously discussed about the delivery of the Internal Services leadership group which is at 75%. The number is higher as they are tracking their time for the bulk of COVID and ARP projects.

3. **Elect Vice Chairperson**

Lynn stated that through the past few quarters there have been quite a few changes with the makeup of this Finance leadership group, and currently we are without a vice chairperson, so a need is to elect one. An open question was posed by Lynn “Is there anyone who would like to make a recommendation or like to volunteer to be the vice chair for this leadership group?” Janette also mentioned that currently and in past practice Leadership groups vice chairs are not to be the Recording Secretary to take meeting minutes but can utilize an outside rep to do so. Lynn then asked for a voice vote to approve Scott Guzzy as Vice Chair for the Finance Group. This was approved unanimously.

Lynn then asked if anyone would or had a volunteer for a recording secretary. Thom Hardesty nominated a staff member, Paula Bishop. Scott Guzzy will coordinate with Paula on the process.

4. 2021-2022 IT Master Plan

a) KPI Software Implementation – Prioritization

Mary Gosine presented brief overview of the KPI strategic initiative by the County Executive Office. They are implementing a new software called Clear Point that will be used for managing the various departments internal scorecards and provide a public dashboard. The implementation for the initial scorecards and dashboards is to be functional for the State of County in March. The project is fully funded.

Janette recommending that this project be moved to number which places it after the FHCM project and before the MyInsight project. The remaining Master Plan projects would be bumped down.

Janette assured that being funded, other projects would not loose resources.

Lynn made a motion to move the KPI Software project to number 6, Todd Birkle supported it. The vote was unanimous.

5. 2023 – 2-24 Masterplan Requests to Size – Review and Approve

a) Leadership Group Meetings March 22, 2022

Lynn asked Janette if there was an overview for this.

Janette responded IT will be sending out calendar appointments this week and as a reminder that the March 22nd meeting is to review these potential projects that this leadership group would like to size. Then in the July 2022 meeting these projects will be sized and this leadership group will determine the priority listing of each.

There will a regular scheduled April quarterly status meeting, the March meeting is to review the proposed projects that will reviewed for sizing.

Lynn mentioned at the last meeting that there have been staffing reductions with an IT, so that the project being summited need to have that concept in mind.

Janette agreed that the reduction in staffing levels that were referenced in our last quarterly meeting, and we will need to review the available IT when sizing and prioritizing.

6. 2023-2024 IT Master Plan Preparation

The workforce planning reduction so no impact to this current master plan. We are obviously going to be going into the next master plan, 2023-2024 with less positions to be used as our base. There will be funding for projects, but there will be a difference in our base availability

which may impact scheduling. We posted a memo today, it is out on the website as well, for the 2023-2024 master plan notating this position reduction. We do not want to scramble in March preparing the new master plan, so please think about what projects are needed in your area for the next two years. We will go through these projects as a group and decide which ones to go ahead with, size, and prioritize. Please work with your liaison in reference to these future projects.

7. IT Projects Updates

a) Log4J -Security Vulnerability- TJ. Field

Update on the 4J or log4 issue and the impact on the County. Around December 10th it was identified that a security issue identified as Log4, which is an embedded logging component of Java software where people remotely can connect to the server could without logging in and run arbitrary code. Security reviewed the county environment and implemented an all-hands-on deck approach in early December. Within five days, including days over one weekend, Security remediated almost 90% of potential vulnerability. Security continued to review and shortly afterwards remediated 100% of our potential vulnerability. The County experienced no interruption of service.

TJ. referred to Janette to verify to this group that almost 1,200 hours were needed for this emergency. Janette proposed that the hours would be charged to the contingency allotment set aside for support and maintenance. No action will need to be taken by this leadership group and none of the projects in place will be affected.

Security Challenge- Mike has challenged departments to a security training challenge that any department that can beat beats IT in training percentage completion for the January training, will be treated to dinner with their favorite IT director. A snapshot at the end of the day February 3rd for the January training will be measured and recorded.

b) ARP/Laptops/VPN/GoToMyPC -Mike Timm

IT is reminding folks that IT has a standard process to order computer equipment through the IT Service Center. IT has acquired significant number of laptops in the past few years and have rebuilt the capital plan in the last couple budget years that weighs more heavily to replace workstation with laptops. The ratio of laptops to desktops is continually getting higher. The addition of CARES Act and the new ARPA dollars is helping in moving in that direction. Orders of laptops and final distribution decisions will be made in equitable amounts per department as requested.

Acquiring more laptops will also offer the ability to eliminate the GoToMyPC application and utilize the County VPN for remote access. There is now a VPN solution, virtual private network, that is available, and it is built into every laptop that is deployed. This is less expensive than the GoToMyPC license. We will slowly migrate to the VPN instead of the GoToMyPC. Then VPN allows access to all County applications except for the mainframe and GIS editing.

If you currently have a laptop, the VPN access point is available.

c) Website Replacement Project- Tammi Shepherd

There was a lot of cross functional participation in the selection for a new supplier to provide services to replace our entire website. Granicus was chosen with a SaaS solution. The website target date for full replacement is Spring of 2023.

The solution will provide “evergreen technology” for the platform versus having to keep upgrading it ourselves. This is also the first time the County will not develop our website but will utilize Granicus’s services. This is a major change from prior where the County spent much time developing it themselves. You can expect to hear from IT in the second quarter in terms of starting to talk about strategy for area and the migration.

It was noted that Cassie Zakens did leave the County and Mary Gosine was promoted to fill her position. Mary will be overseeing this project along with Stacy Metcalf who bring web experience in the private sector to the project.

It was mentioned that as we get closer to the final kickoff that each department needs to evaluate any planned or needed major overhauls. The scope of services with Granicus is established and we want to verify any impact the scope or the timeline of the website migration. IT has done a page count the scope of services is based on what exists on the website today. A department will still be able to change words and basic content on your own and in the future contact the Department of Public Communications.

d) Universal Communications & Collaboration (UCC) Update – Mike Timm

Since the last update all voicemail has been successfully converted to the new system including Auto attendant. Due to hardware equipment shortages the team has had to break the project into smaller pieces as the equipment becomes available.

The first satellite site, the Orion Township Sheriff office was moved from the PBX, and it went well. Building 14 is moving along outside of the Prosecutor until some high-profile cases are complete. The EOB is in the works to be scheduled soon.

Funds were approved for a full county campus secure Wi-Fi solution. All the equipment is ordered, and it is due to come in the March time frame. IT is finishing up the surveys in all the buildings for the appropriate placement of the antennas. Again, by supply chain issues are and may cause delays for deployment.

Lynn asked about the Wi-Fi being deployed and features. There are two Wi-Fi's being deployed, one public and one that mimics the current intranet. The public site will remain similar to the current one. The private network can only be accessed by County owned devices. The private Wi-Fi network will be faster than the public and will give the user the same access as the current intranet.

- 8. Other Business- none**
- 9. Meeting adjourned at 1:51 PM**
- 10. Next meeting is on March 22, 2022, at 1:00 PM.**