

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

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 04/26/2022

GOALS (S):

RECORDING SECRETARY: Paula Bishop

NEXT MEETING DATE: April 26, 2022	TIME: 1:00 PM
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Members / Alternates Present:	Scott Guzzy, Robert Rottach, Lynn Sonkiss, Patti Dib, Pam Weipert, Diane McBroom Allan Robbins, Todd Birkle, Robert Seeley, Michael Andrews, Mike Kamenec, Kyle Jen, Jody Defoe, Kaitlin Keeler, Pam Weipert, Sunil Asija, Chaunda Nash
Members / Alternatives Absent:	Sara Stoddard
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 1:01 by Chair Lynn Sonkiss- Microsoft Teams Meeting

1. **Approval of prior meeting minutes** – Approval of 3-22-2022 minutes Todd Birkle motioned to approve, Lynn Sonkiss 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 11 vacancies. There have been five retirements/departures so there are currently 16 vacancies, which is a 10% vacancy rate. There are three Technical Systems and Networking positions open and are actively working with HR recruiting and seeking contract professional services.
 - **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.

- **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.
- **05G FHCM Financial IS/Job Acct Integrations (FCM)** – End to end testing has been completed. Reimbursement go live implementation activities are planned to start the end of May. Job accounting go live implementation plan is being planned for end of June. This will coincide with end of the quarter, so that project plan in continuing in this quarter.
- **05J FHCM WRC CAMS Workday Integration** - In the last quarter, development and unit plan testing was completed. UAT has been completed in a couple different tenants and testing was completed in final tenant. Production was rolled out last evening (4/25/22) and is getting ready to go live.
- **05K FHCM & HCM Archival Solution for PS Data** - Completing business requirement sessions and documenting paths/data needs. Business Requirement Document being prepared.
- **05M FHCM Financial Data Production Tenant** – Kicked off last quarter. All sequel scripts were reviewed and updated based on previous performance. Mast data files extracted/validated and sent to executor and put into production. Transactional data is in process.
- **05N FHCM Financials E2E Testing** – Project was created last quarter and will close soon. Purpose was for IT to work on final testing in last environment in integrations and reports – this will come to end this month.
- **05O Financial Implementation Plan** – Created this month and planning to include cutover tasks, implementation and post implementation tasks for go live.
- **06 KPI Software Implementation** – Last quarter team implement full application and worked with vendor to launch dedicated WordPress site for display of community indicator for the general public to access. Additional pages added to Oakgov.com outlining strategic framework to employees and citizens. Conducted training for county employees responsible for the KPI data.

- **07 MyInsight Implementation** – Configuration is approximately 90% complete. Re-engaged vendor to take the project off hold and start test data conversion and the MCIR integration.
- **10 ARP – HSD Inventory Management Implementation** - The vendor kickoff is done and requirements are gathered. Homeland Security is working on bugs.
- **11 Distributed eLearning Solution**– This project is closed, and hours are rolled out on master plan. This will be a new request for the next master plan.
- **12 County Executive Program Budget** – Last quarter IT supported efforts specific to the state of the county. Assisting Dept. of Equity and inclusion in selecting a survey tool. Assisted Dept. of Communication to rollout and support documentation of standardized employee center block.
- **13 Intranet Replacement Project** – Completed planning and stakeholder engagement for the internet replacement. Analyzed impact on department and website features.
- **14 Citizen Engagement Budget – Finance LG** – Work began on neighborhood and housing public website.
- **15 Point of Sale Terminal Replacement RFP** - Vendor selection completed. Contract negotiations completed – waiting on final signature. Project kickoff is scheduled for mid-May.
- **16 Physical Records Management System**– Vendor selection completed. Contract negotiations complete.
- **18 Economic Development salesforce Enhancements** – Work has begun on researching potential solutions for multiple integrations, including a survey tool and how to capture email communications. Waiting on final signatures for contract. May 17th is targeted kick off project with vendor.

Master Plan Activity – Janette McKenna reviewed the overall delivery for the Finance Admin Group - Master Plan activity is at 74%. We are currently 75% through the current master plan. Plan maintenance and upgrades at 28%. Support and maintenance at 67% and total delivery for this group is at 70% and the other groups and department total is 68%.

2. 2023 – 2024 IT Master Plan

**a) 2023 – 2-24 Masterplan Requests to Size
Vehicle Operations Garage System Migration – Todd Birkle**

Investigating with budget process for fiscal year 23 is replacing our present Faster system with a web-based version of the same system to be web cloud based. This will allow us to incorporate bar coding into our process. Anticipate ability to generate specific reports to meet KPIs. Funding will be available in vehicle operations (Motor Pool Fund) to cover this project. Requesting to size.

Request for motion to approve project for sizing - bringing project up to 33. Motion made by Lynn Sonkiss supported by Scott Guzzy. Motion approved to be added to list for sizing to be presented at next leadership group.

3. Other Business- Mike Timm commented on the up coming Workday Financials go-live for May 9, 2022. He thanked the team for the efforts on the project and expressed appreciation for patience and understanding that goes along with the rollout of a new system.

4. Meeting adjourned at 1:38 PM

5. Next meeting is on August 2, 2022, at 1:00 PM.