

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

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 04/27/2021

GOALS (S):

RECORDING SECRETARY: Scott Guzzy

NEXT MEETING DATE: July 27, 2021,

TIME: 2:00 PM

Members / Alternates Present:	Jody DeFoe, Scott Guzzy, Robert Rottach, Kristy Slosson, Lynn Sonkiss, Sara Stoddard, Patti Dib, Pam Weipert, Diane McBroom, Chaunda Nash, Mike Kamenec, William Debiasi, Laura Dodd, Allan Robbins
Members / Alternatives Absent:	Lauren Chamberlin, Leigh-Anne Stafford, Garth Wooten, Thom Hardesty, Todd Birkle
Others Present:	Janet Brinker, TJ Fields, Mary Gosine, Janette McKenna, Paul Megge, Tammi Shepherd, Mike Timm, EJ Widun, Jennifer Wills, Wendy Conklin, Cassy Zakens, Susan Proksch, Susan Moore, Shashi Gowda, Kristine Powers

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

1. **Approval of prior meeting minutes** – Jody Defoe made a motion to approve the minutes from April 27, 2021. Lynn Sonkiss seconded the motion. The minutes were approved unanimously.
<http://www.oakgov.com/pmo/>
2. **Review 2020-21 Master Plan Quarterly Status Report:**
 - **Vacant Position Report (as of March 31, 2021) - pg. B.6**
 - Janette McKenna reported that IT currently has eighteen vacancies. Was at 19 and one was filled. Actively interviewing for four approved positions. This reflects an 11% overall vacancy rate. The plan is to have a 4% to 10 % overall depending on what division. The Application Division is planned to have a 7% vacancy rate, so the 11% vacancy rate is a little high.
 - **Review Planned Maintenance/Upgrades and Master Plan Activity - pg. A.1- A.17**

- **Maintenance and Upgrade to existing Workday HCM - Janet Brinker** IT worked on the most recent Workday release for production and verified HCM integrations and configurations currently in production.
- **01 COVID - County Executive Technology Enhancements** - Implemented virtual meeting rooms in EOB. Finalizing East Conference Room implementation for press conferences. 43 of 50 digital displays have been installed for COVID communications at various Oakland County buildings. Working w/Exec Office to finalize guidelines for departmental messaging.
- **03A HIPAA External Risk Assessment** - Review of necessary documentation and policies have been completed. Vendor in the process of finalizing the report and completing the letter of attestation.
- **04A FHCM Implementation Program 2021-22-** Project covers thru the October go-live date for Financials where 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 on-going program activities
- **04B FHCM Report Development (FCM/HCM)** - Development of critical financial reports that are required for go live took place in the last quarter on this project.
- **04C FHCM Mobile & Integrations Implementation** - The ADP 2020 W2's processing was finalized, and the entire process is complete. Park's mobile went live, and we are working through post implementation support now
- **04F FHCM Financial Integrations (FCM)** - Initial development completed for all integrations. Changes are required as unit testing is taking place with the users. New integrations have been recently identified as well.
- **04G FHCM Financial IS/Job Acct Integrations (FCM)** - Initial development for Internal Billing requirements and integrations have been completed. Requirements for Reimbursements have been captured and approved. Development for new requirements has started. Development for External billing is in progress.
- **04I FHCM End-to-End Round 2 Tenant Build** - All the Data Extracts assigned to IT have been completed and sent to Accenture to upload them into Workday. All subtasks/corrections related to data loading errors in Workday have been fixed and tested as well.

- **05 MyInsight Implementation** - App configuration is underway, and the project end date was renegotiated to accommodate COVID staff augmentation.
- **06 Distributed eLearning Solution Implementation** - Currently configuring and testing the application. Targeting a July go-live.
- **08 Distributed eLearning Solution Implementation** - Vendor demo was conducted. Project was placed on hold awaiting funding decision to award contract.
- **11 BOC Board Management Solution Implementation (Phase 1)** - No update.
- **12 Point of Sale Terminal Replacement** - The draft RFP is under review and expected to be published in May.
- **Master Plan Analysis** - Janette McKenna reviewed the Delivery of Master Plan Analysis (ref. Page B.7) for the Master Plan Finance Group. The delivery for the Enhancement /New Development target is 25% and this Leadership group is at 37%. The Planned maintenance /Upgrade is at 10%. The Support/Maintenance target is at 23%. The overall delivery for all Leadership groups is at 31%.

3. **2021-2022 IT Master Plan BOC On-line Portal for Commissioner Reapportionment Project Resize** – Susan Moore of IT addressed this- request to size this project for the hours needed for Reapportionment of Commissioner Districts after the 2020 census data is available. This project was slated for last year and did not make the cut line. Since that time, it has been decided that the project needs to be re-scoped and resized. There is an amount allocated in the general fund for this project, but more funding may be needed.

The request is to for this group to approve the resizing of the project and approve e-voting for next steps in the project. Patti asked for support. Lynn asked if all IT hours would be included in the resolution, Tammi Shepherd confirmed.

Lynn made the motion for the group to vote on resizing the project. Jody DeFoe Supported.

When the sizing is complete, will request for an e-vote to approve. Tammi Shepherd asked that when approved, the project is assigned now lower than 5 on the current list. Lynn asked about resources if at 5, would other projects be impacted with the need for additional resources. Tammi responded that IT would bring in more resources if needed to fill pulled resources. Census data to be released sometime in September and the project needs to be completed in 60 days.

Approved to take up an e-vote (likely in July).

4. IT Project Up-Dates

a) Universal Communications & Collaboration (UCC) – Mike Timm

Discussed the various phases in the project and what is being tested and implemented. Demo rooms are being set up for training, and documentation is being developed. Soon an implementation schedule is being developed for the entire campus concerning wi-fi and the new phone system.

b) Office 365 – Tammi Shepherd. She brought up that there may be some hiccups as we switch from Skype to Teams, and that Skype will be officially retired in July. There will be many additional features utilizing TEAMS versus Skype.

c) Security - T.J. Fields - IT is looking at additional applications that MFA may need to be applied for security and efficiency. Soon Office 365 will need MFA and IT will supply guides and training.

5. Other Business- Lynn mentioned some changes to this Leadership group with members leaving. Lynn then acknowledged Kristy Slosson for her work with this group and many IT projects. Many in the group congratulated her with various acknowledgments.

Chair Lynn Sonkiss adjourned the meeting at 2:38 PM