LEADERSHIP GROUP: Finance Administration   **MEETING DATE:** 7/27/2021

GOALS (S):

RECORDING SECRETARY: Scott Guzzy

NEXT MEETING DATE: October 26, 2021	**TIME:** 1:00 PM

Members / Alternates Present:	Jody DeFoe, Scott Guzzy, Robert Rottach, Lynn Sonkiss, Sara Stoddard, Patti Dib, Pam Weipert, Diane McBroom, Chaunda Nash, William Debiasi, Laura Dodd, Allan Robbins, Todd Birkle, Thom Hardesty
Members / Alternatives Absent:	Lauren Chamberlin, Leigh-Anne Stafford, Garth Wooten
Others Present:	Janet Brinker, 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, Kary Goisdzinski, Dawn Clark, Stu Smith, Scott Kaiser, Jeanette Gravelle

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

1.   **Approval of prior meeting minutes** – Minutes were not available, and they will be reviewed in the October Meeting.

   http://www.oakgov.com/pmo/

2.   **Review 2020-21 Master Plan Quarterly Status Report:**

   - **Vacant Position Report (as of June 30, 2021) - pg. B.6**

      - Janette McKenna reported that IT currently had eighteen vacancies. There was one CLEMIS User Support position was filled. An additional position had a retirement, and currently they are working with HR advertising 9 open positions. Once the workforce reductions were approved, this allowed the IT to pursue these additional positions to 9 from 4. The HR advertised positions are in various stages of engagement. This reflects an 11% overall vacancy rate.

   - **Review Planned Maintenance/Upgrades and Master Plan Activity - pg. A.1- A.1704E**

      No Report

- **01 COVID - County Executive Technology Enhancements -** Implemented Conference Center Broadcast equipment and produced first virtual conference from location. Also wrapped up the other pending Executive Office building virtual conference room technology enhancements.

- **03Board of Commissioners Reapportionment -** ESRI Redistricting software has been selected. Implementation is expected early to mid-August with training of the BOC Reapportionment Committee to follow directly**.**

- **04A HIPAA External Risk Assessment -** Assessment completed and Attestation letter of compliance was received. The project has been closed.

- **05A FHCM Implementation Program 2021-22-** Project covers thru the October 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.

- **05B FHCM Report Development (FCM/HCM) -** Continued effort completing necessary reports including an integration to bundle reports that will be published to oakgov.com**.**

- **05C FHCM Mobile & Integrations Implementation -** The final Parks mobile iPads were configured, tested, and deployed. The project is now complete and closed

- **05F FHCM Financial Integrations (FCM) -** Initial development completed for all integrations. Changes are required as unit testing is taking place with the users. including the setup for 1099R integration for retiree payroll processing with ADP which has a 10/1 go live.

- **05G FHCM Financial IS/Job Acct Integrations (FCM)** - Initial user and integration testing has been completed with Internal Services, for Job Accounting journals and external invoicing. Initial development has completed for Reimbursement Journals. Development for Reimbursement Miscellaneous Payments has started.

- **05I FHCM End-to-End Round 2 Tenant Build** -All Data extracts have been delivered, Loaded into WorkDay and Validated by the functional team. The project has been closed.

- **05J FHCM WRC CAMS Workday Integration** - In Initial planning. Business requirements and design work has started.

- **05K FHCM & HCM Archival Solution for PS Data -** In initial planning

- **06 MyInsight Implementation -** myInsight app configuration is underway with Health and the project Subject Matter Expert.

- **07 COVID- BOC Board Management Solution Implementation (Phase 1) -** Departmental training and go-live set for July 29th allowing departments to submit agenda items by August 11th with BOC meetings to begin using the CIvicClerk agenda service August 24th. The CivicClerk Commissioner's voting service is expected to follow on in September**.**

- **09 Distributed eLearning Solution Implementation -** Vendor has been selected and the project team is working to align funding.

- **10 County Executive Program Budget –** no update

- **12 Citizen Engagement Budget –** no update

- **13 Point of Sale Terminal Replacement -** The Point-of-Sale Termina Replacement has received 4-repsonses to the RFP. We are currenting reviewing and scoring each response**.**

- **14 Physical Records Management System -** The Physical Records Management Project has been kicked off. Requirements gathering will get underway in August with the creation of an RFP to follow.

- **16 Finance/Admin Enhancement Budgets -** Completed the development and implementation of the automated request form and approval process for the Clean Slate Program for the Workforce Development team.

  Completed the development and implementation of the automated application form and approval process for the Rent, Mortgage and Utility Program for the Neighborhood & Housing Development team.

  In the last quarter, we kicked off the requirements gathering and process mapping to digitize the building access request form.

- **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 37.5% and this Leadership group is at 49%. The Planned maintenance /Upgrade is at 15%. The Support/Maintenance target is at 35%. The Finance/Admin overall delivery is at 44%. The overall delivery for all Leadership groups is at 34%.

3.   **2021-2022 IT Master Plan**

a) Automated Billing System (Access Oakland/Property Gateway subscribers) – Request to Size – Paul Megge

This request from Fiscal Services to improve and automate features to Access Oakland accounts and reduce the amount of time needed currently by Fiscal Services, Treasurer's office, and Information Technology resources. This would encompass automating payment for services. The project has a determined tangible benefit of approximately $41,000 and cost avoidance of approximately $18,000 for a total savings of approximately $59,000 over the six-year period.

Lynn added that Fiscal Services sends out rough 340 paper invoices monthly and some are as small as $13.

Lynn made the motion to size, then supported by Thom Hardesty. Motion approved, no nays.

b) Performance Management Project – e-vote Request to Size once Scope and Approach and ROI complete- Kristine Powers

This is an Executive Office Project funded. We are expecting to size this project and send it out to e-vote in the next couple of weeks. Initially the plan is to send this out as an RFP if approved.

Decided to have one motion to present by Janette, Lynn put the motion forward, supported by Scott. Motion approved, no nays.

4. **IT Project Up-Dates**

a) **Universal Communications & Collaboration (UCC) – Mike Timm**
VOIP system, approximately 10% is complete. We are rethinking some of the auto attendant features because of some complications. Departments who are running, IT, Animal Control, Medical Examiner, P & R Admin., Materials Mgt. In the near future CLEMIS Radio, Central Garage, CV., Record Retention, Sheriff Patrol will be added. In September another 500 phones will be available for Community Corrections, Health, FOC, Equalization. Mike stated as IT progresses and from lessons learned, the momentum and rate of progress will increase.
Mike stated the quality is good at this point.
County WIFI funding will be going to BOC for appropriation to finish the project for the County campus. At this point in time, IT, 2/3 of the EOB, half of the Circuit Court building, all the D/C Courts have the upgraded WI-FI.
No questions were asked.

b) **Office 365 –** Tammi Shepherd. TEAMS is rolled out and Skype was removed from the platform last week. The next phase is implementing an integration with our IAM platform, OKTA, for e-mail security. Outlook 365 will need MFA and IT will supply guides and training for this. This is all for security.
The next phase is IT recommending that employees use the App, Outlook Mobile versus the current native e-mail process on cell phones and cellular devices. This is for a more secure environment. There will be broadcast on how and when this occurs.

Lynn asked that each time you access your e-mail will the MFA process be in effect. Mike answered it will be much like the Workday process now.

An additional offering will be via TEAMS and educating on the collaboration features. There will be announcements and training.

Lynn asked about various levels of access to TEAMS and features, such as the ability for a call-in number. There are additional costs per license.

5.   **Other Business**- Thom Hardesty- asked about reorganization that will occur as of 10-1. Will the leadership groups and hours be re-adjusted?

Janette responded that this could be discussed offline with Tammi and IT and these needs will be reviewed.

Meeting adjourned at 2:38 PM