

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

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 08/02/2022

GOALS (S):

RECORDING SECRETARY: Paula Bishop

NEXT MEETING DATE: Aug. 8, 2022	TIME: 1:00 PM
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Members / Alternates Present:	Scott Guzzy, Aaron, Williams, Susan Locke, Addie Hankins, Robert Rottach, Patti Dib, Pam Weipert, Allan Robbins, Todd Birkle, Michael Andrews, Kyle Jen, Jody Defoe, Kaitlin Keeler, Pam Weipert
Members / Alternatives Absent:	Sarah 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, Thom Hardesty, Sunil Asija, Michael Kamenec, Laura Dodd

Call to Order 1:02 by Chair Scott Guzzy - Microsoft Teams Meeting

1. **Approval of prior meeting minutes** – Approval of 4-26-2022 minutes Jody Defoe motioned to approve, Thomas 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 16 vacancies. Two positions were filled, and one new vacancy created. The current list of vacancies is 15 which is a 9.6% vacancy rate. There are two Technical Systems and Networking positions, one Application Services position (IT User Support Specialist II), and one Clemis (IT Supervisor I) position, 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-** Work Day financials went live back in May, this project closed in June after a period of post implementation support.
- **05B FHCM Report Development (FCM/HCM)** – Fiscal is continuing to finalize testing of transparency reports to test the report integration that will group these reports for the website to be published. Completion anticipated by the end of August.
- **05G FHCM Financial IS/Job Acct Integrations (FCM)** – Reimbursement integration went live and post implementation remediation has been completed. The job accounting integrations also went live a couple of weeks ago. This was their first time that quarter ran and now working on post implementation support items. Expect to be closed by mid or end of August.
- **05J FHCM WRC CAMS Workday Integration** – Integration went live in May when financials went live. The IT team is currently working on some additional CAMS report changes that were identified after post GO live.
- **05O Financial Implementation Plan** – Completed and closed all implementation cutover and post implementation tasks for financial Go live.
- **05P Workday Financial Road Map** – Identify and start Workday financial road map items which include dev net integrations, jury check printing integration, identify roadman items and projects.
- **06 KPI Software Implementation** – Completed and closed KPI software implementation project last quarter.
- **07 MyInsight Implementation** – Health working with vendor on technical clarifications for app configuration, data conversion, maker integration and preparation for user testing.
- **10 ARP – HSD Inventory Management Implementation** – Completed initial setup of APR Homeland Security inventory management. Homeland now
- **13 Intranet Replacement Project** – Project successfully implemented, deadlines met with legacy tool and is live to all county employees. The project is now closed.
- **15 Point of Sale Terminal Replacement RFP** - Contract negotiations with vendor completed. Project has kicked off and is in process.
- **16 Physical Records Management System** – Currently in contract negotiations with vendor. Anticipate wrapping up mid-August and begin requirements phase August or September.

- **18 Economic Development salesforce Enhancements** – Work has continued on researching sales force integrations for a new backup solution and survey solution. CMS replacement project, phase one, content management system replacement project also known as the website replacement project kicked off with vendor in last quarter. Various contract managers will meet with the Department of Public Communications representatives in coming days.
- **Master Plan Activity** – Janette McKenna reviewed the overall delivery for the Finance Admin Group – Master Plan activity is 87.5% and will wrap up end of September. Enhancement new development hours at 30,000 – 85% delivery. The planned maintenance and upgrades at 31%, support and maintenance at 77%. The overall for this group is at 81% delivery. The rest of the groups and the department level are at 80% delivery.

Request for motion to elect Scott Guzzy as chair for the financial/admin leadership group. Motion made by Jody Defoe supported by Thom Hardesty.

Request for motion to elect Sheryl Johnson as vice chair for the financial/admin leadership group. Motion made by Scott Guzzy supported by Pam Weipert.

3. **2023 – 2024 IT Master Plan**

a) **2023 – 2-24 Masterplan Requests to Size**

Vehicle Operations Garage System Migration – Dawn Clark-Pitts and Todd Birckle

The project will migrate the existing on pre application to a more current vendor cloud-based version of the application which will be addressed the red status of the deck check. We will be implementing electronic and workflow-based project processes to replace paper-based processes which provide efficiencies enhanced capabilities for managing the garage. We are requesting 15,098 hours and the ROI does include dollars for professional services. We will have to negotiate a new contract as in 2006. A large portion of this project will be funded with motor pool funds.

b) **Digital Asset Management Application Replacement – Stacey Metcalf**

This is a project to source and implement a new digital asset management tool so that digital assets can be centrally managed mor effectively. Major objective of this project is to expand digital asset availability across county departments, integrate digital assets into marketing tools and a digital experience platforms. This tool will optimize organization for metadata including tags, expiry dates, usage dates, etc. and utilization of assets enabling the Department of Public Communications to build a strong brand and unified constituent marketing experience. We will look to go to bid for replacement of the open text media management software. The intent is for the new system to be used by multiple departments and this project will include a migration from the current system. An

estimate is included for vendor cost in the ROI. Currently listed as yellow on the Technet check. IT estimates 911 hours.

c) HR Intranet Telegraph Redesign – Stacey Metcalf

This project has a goal to redesign the HR Internet site Intranet site to continue to provide a user-friendly intranet for employee communications with latest technology and best practices. Object to improve look and feel of internal facing Telegraph to provide employees a positive image of Oakland County and increase ease to locate information for employees. Focus is to reorganize and restructure the content and utilize the Department of Public Communication expertise to create and cultivate the Oakland County brand. Current county infrastructure of SharePoint and in-house expertise from various departments will be used. It has estimated that this project will take 639 hours.

d) Economic Development Event Registration Solution – Susan Moore

Obtain event promotion, registration, management, and payment processing system. Currently using Eventbrite. Starting with a RFP to see if there are other solutions and vendors that are easier to work with from a legal perspective as well as offer additional functionality and integration opportunities such as a robust integration with Salesforce. The project is currently sized at 535 hours and that includes doing an RFP. Cost of the project is \$88,275 and there's \$82,000 of savings in the ROI.

e) HR Internet Design – Stacey Metcalf

HR Internet redesign is going to work to improve the HR Internet page so that internal and external users are able to locate HR related information, including job postings in a more user friendly manner. Using the latest technology and best practices. A major business objective for this is to redesign the look and feel for both public oakgov.com HR pages for both content and future Oakland County employees. An updated web presence will give prospective employees a positive image of Oakland County as a desirable place to work. It will also increase the ease in which current employees are able to locate desired information. Will begin after the completion of the ongoing CMS replacement project. a lot of it is going to be a one for one replacement, not a complete and total overhaul of every single page. Estimate is included for vendor costs, vendor consulting costs in the ROI at 573 hours. The intranet is using our SharePoint online and that is something that we have the ability to support internally. We are using the new Granicus Gov Access system and we're working to implement now.

f) Risk management File, Digital Digitization – Dawn Clark-Pitts

This project is to select a vendor to digitize the physical files and records for the risk management department and then those files within be migrated into Laserfiche for the risk management team to access remotely. Now that staff has moved to more of a hybrid work environment. And this will also reduce the footprint of the file cabinets that are needed in the department. The ROI does include time for our P process to select a vendor and the IT cost. Hours are estimated at 621. To digitize those physical documents and

then migrate them into Laserfiche. The records will be tied to records that are in the matters management application.

g) Public Information Officer portal – Stacey Metcalf

Goal to create a public communications portal so that public information officers can be identified quickly, and vital communications can be distributed during emergency and other risk events. We are looking to source and implement a public communications portal to improve the efficiency of communications during major risk events. The portal would include public information officers and local governments, nongovernmental organizations, and major industry representatives, such as auto, industry, healthcare, etc. It is assumed that this will be accessed and utilized by the public, so the some of these public information officers across Metro Detroit and throughout the state, they work in private industry these this will not facilitate communication. That functionality is going to remain in Gov delivery and or oak EOC. The main business use case will involve export of data. From the Sass solution and then upload into upload of the list from this tool into HSD's OakEOC system during active incidents. An estimate is included for vendor cost and ROI and the IT hour estimate is 515.

h) HR retirement 1099 – Janet Brinker

HR and Treasurer spend time printing and ordering the 1099 forms - printing the forms, and mailing them to retirees on a yearly basis. It was anticipated that with the implementation of Workday and ADP that this functionality would be automated, but that's not the case because of limitations with their software. Project is estimated at 681 hours to select a vendor through the RFP process for Oakland County to send the data to a vendor to then print and mail the forms out to retirees. There's no ROI on the project, but benefits are listed in the ROI and an estimate is included in the ROI document for vendor cost, but the risk of penalties goes per 1099 R which range from \$50 to 290 per 1099 R and then also this project I. It includes the ability to electronically file the 945 since we have more than 250 retirees, you have to electronically file.

i) County Executive program budget for 2324 – Stacey Metcalf

Establish a program budget so that new technology can be leveraged to gain efficiency in the County Executive Office to improve and expand the product enhancement technologies throughout the County Executive offices. It stimulates 1000 hours for this project.

j) Next up is the Treasurer chargeback processing system – Dawn Clark-Pitts

This project to replace the manual driven process for tracking credit card chargebacks, with the system driven workflow process utilizing Laserfiche as well as it will provide efficiencies in the financial tracking of these chargebacks and provide greater visibility into the status of the chargebacks as well as tracking the financial and reporting for KPI purposes. ROI does include a vendor professional services for Laserfiche and the estimate is 1800 and 2425 hours for it.

k) Client Services Data Tracking -- Dawn Clark-Pitts

So currently Veteran Services has a very manual process for tracking their contact in the services that they provide to veterans and their families. Reporting on the KPIs and providing any reporting on that information is very manual intensive. We're looking to create a new process leveraging their existing platform for Soldier relief database, leverage that so that they can more easily report on that information without the manual effort as well as being able to create historical trending data on that information. Estimate is 1446 hours.

l) Economic Development Website Redesign – Susan Moore

Purpose of this project is to completely overhaul and redesign the advantage Oakland website so that it is easier for the residents, community leaders and businesses to find help and programs that meet their needs. And the goal is to make the county even more competitive with other economic development organizations, many of which are nonprofits, not governmental entities. And the project is estimated at 1110 hours, and that includes doing an RFP to find an information architect who's familiar with economic developments website. Economic development website design, along with the actual reorganization and implementation, so it is possible that some of the work intended for this project could overlap with a new CMS implementation. So that will be accounted for once this project is detailed planned.

m) Economic Development Salesforce Enhancements – Susan Moore

To further enhance economic developments, existing sales force organization with additional customizations and integrations. And the goals are to increase adoption, improve reporting metrics and make outreach more efficient and standardized. This project is estimated at 1500 hours and there are over \$253,000 of savings.

n) HD database consolidation – Susan Moore

To begin modernizing the many Microsoft Access databases that neighborhood and housing development currently has, with the goal of increasing staff efficiency and improving data accuracy. This project will most likely focus on the home improvement program database and associated workflows with Laserfiche as the intended destination for the information. The project is estimated at 1224 hours and that includes reviewing the existing workflows, automating the application process, and potentially automating a subset of historic documents.

o) Health Division, EMR Referral – Scott Kaiser

Goal is to implement a solution that interfaces with all the different electronic medical record systems used by the Oakland County Health Division and their community service provider partners to electronically exchange client referral data among the different ERP systems. There is a interoperability and secure connectivity to eliminate paper based process. Currently the issue they're trying to mitigate is related to communication between different MRs and the health divisions. New inside application with the health

divisions expansion to include working with Honor Health Gary Bernstein and also they're seeking to improve office efficiencies between the different health providers when processing those medical referrals. We do expect to select a software as a service solution via RFP based on those departmental requirements. This is not funded or mandated. Assumed some vendor costs in the ROI and the project decided at 963 hours.

p) Audit Management System Replacement -- Janette M McKenna

Auditing has been using a tool to conduct county audits. The system does a sufficient job but can be a bit cumbersome. With the contract expiring in the coming year. We're looking to bid out for a new solution to see what other projects may be available. This project has been estimated at 579 hours to create and select a vendor through the RFP process. There is no ROI on the project, but benefits are listed in the ROI document and it also includes an estimate for vendor cost as well.

q) Laserfiche Management Enhancements -- Dawn Clark-Pitts

This project is the next wave of enhancements for Laserfiche managed management which is used to support Corp Council and Risk Management. We are looking to enhance and provide more robust reporting capabilities which includes efficiencies as well as providing a greater assurance for the data and accuracy that departments need to submit. And we're also looking to provide some enhancements that will give some more self-service capabilities for routine requests that will allow the department to have more flexibility for small data related changes. ROI does include hours or dollars for Laserfiche assistance with the project and the sizing is currently at 1409 hours. Includes searching ability.

r) Public Communications CRM Implementation – Stacey Metcalf

A project goal to source and implement a customer relationship management database so that the Department of Public Communications can optimize their community engagement and gain efficiencies in casework management. A major objective of this project is to source and implement an enterprise software solution to enable the county to organize its contacts and constituents. The solution would provide the county with improved analytics for community engagement and constituent outreach allowing for improved messaging strategies and greater collaboration with the public. The product would also include casework management functionality, allowing for sharing among departments and or county employees in a secure environment. We are looking to implement a SaaS solution and an estimate is included for vendor cost in the ROI. The current IT estimated hours are 662.

s) BOC codify resolutions -- Dawn Clark-Pitts

Purpose is to provide more efficient and user-friendly solution for the BOC staff to respond to requests as well as for the public to quickly and easily locate and access current and historical documents such as ordinances, resolutions and proclamations. We're looking to implement a side solution for this. The ROI does include vendor professional services costs at 1533 hours.

t) Distributed E-learning Solution – Scott Kaiser

The goal is to continue to configure and implement a solution that allows the Oakland County Health and Human Services Department and Human Resources staff to create and distribute online training materials regarding internal policies, procedures, requirements, and strategic plan efforts so that the system will allow participants to be tracked for compliance and documented. The Health division and HR are both currently trying to address the inability to disseminate track digital training materials. The solution is expected to host training materials online and or documents that are needed for employee knowledge expansion or departmental compliance, the project will be a joint effort between the two departments and will ultimately replace health old elearning solution from TRIVANTIS. We do expect to select a software as a service solution via RFP based on those departmental requirements. This is not a funded or mandated project. Assumed vendor costs were included in the ROI and the project decides that 1403 hours.

u) HR Applicant Recruiting Software Replacement – Janet Brinker

Currently the recruitment using unit is using NEOGOV. Recruitment software for potential county employees to apply for Oakland County positions, which also has an integration with Workday. The Neogov solution is not meeting all the requirements, all of recruitment needs as it was implemented some time ago and research has shown that some other recruitment tools will provide more functionality and efficiency. This project has been estimated at 864 hours to create and select a vendor through the RFP process and implement the new solution. There's no ROI on the project, but the benefits are listed in the ROI as well as an estimated vendor cost as well.

It is cloud based. It is budgeted, this supports three of the five KPI, we are going to use this for everything, scheduling interviews, for accepting applications, for tracking applicants for data analytics, for reporting everything, because currently we're using five different systems in order to get one report in one of those systems that we used is PeopleSoft, it's already retired. And if the other ones are not kept up, then we lose data integrity.

v) FHCM enterprise enhancements – Janet Brinker

With HR and payroll going live with workday back in July of 2020 and then financials just recently going live back in May, all the stakeholder departments between HR, Fiscal Purchasing and Treasurer have now been implemented. This project has been sized at 1000 hours for IT to assist implementing any new modules or functionality within workday that benefits all stakeholder departments. We're setting aside this budget if there are some large modules that need to be implemented. The departments will still have their own enhancement budgets to implement any specific department, any specific department workday items that they need, a new report, or they have a new integration, they'll have their own enhancement budget. But this budget is for those four stakeholder departments.

w) Badge Reader Infrastructure Replacement – Stu Smith

This is to replace and upgrade the badge reader infrastructure to improve overall stability of the existing system. The current devices are outdated and require replacement included with a hardware replacement will be the needed software upgrades to safeguard the functionality of the system and Emergency Management can benefit from the improved downtime rate and outages. Potential wireless capabilities are to be reviewed and utilization of the new network infrastructure. It has been estimated the cost approximate to what we understand now and is 1757 hours.

Thom Hardesty - Safety moved from FM&O to EM HSD about a year ago. We're already in the process of moving from swipe cards to proximity cards. That is in process and part of the requested budget for this year would be to make that happen quicker as opposed to originally. It was about a six year rollout. To complete that project next year, this would also upgrade the cards we use, make it easy to collect, make them more secure with a higher rate of encryption, but also the ability to turn on and off cards quicker. Right now, with the safety network - For example, in an emergency we need to shut off somebody's access, not having it be off within the next 24 hours, but it to be off the moment that we hit the button and tell it to shut off that access.

x) Emergency Management Security Network – Stu Smith

The goal of this is to implement an infrastructure improvement project that will update the outdated building safety network so that it can be migrated to the IT network, provide increased speed and capacity, and ensure reliable access in case of emergency situations. The ability for additional systems that were for badge readers and then also a camera system to utilize this improved network is a driver of the request and improvements to technology will result in increased performance as well as more stability in the system. This has also been estimated at a very high level for cost and is 5416 hours.

y) Marketing Automation Application Implementation – Stacey Metcalf

Project goal would be to source and implement a marketing automation tool so that the Department of Public Communications can manage the full content lifecycle for communications and community engagement. A main business objective would be to obtain and implement a marketing automation tool to meet the required needs of the Department of Public Communications that will enable them to engage with constituents across all touchpoints and channels. In addition, the tool will increase DPC Department of Public Communications ability to build brand consistency, a unified customer experience and the ability to adhere to compliance and regulations. This can enable the DPC to collaborate with other county departments using integrated processes and functionality for content creation and content production, resulting in streamlined approvals and delivery. Estimate for vendor cost is included in the ROI documentation where it has estimated this project for 812 hours.

z) Building Safety Security Camera Replacements – Stu Smith

Work with Emergency Management to implement a new building security camera system to improve the system stability, provide additional redundancy as well as to provide better user experience and monitoring capabilities. This will include existing locations and potential new sites and ultimately utilize the previously mentioned new network infrastructure. The phases of the project determined by locations and needs are to be finalized after an assessment of the complete system that cost estimates are included and it was estimated at 3363 hours.

4. Other Business

Janette McKenna

From March meeting, there were a few projects that had been approved to size that ultimately will were pulled from the list and those are listed on the bottom of the spreadsheet from 33 projects back in March and we have it down to 27 or so now.

Priorities – Scott Guzzy

Assessment criteria. Some projects to carry forward.

No mandates in this group, but we have a couple that are funded.

397155. ROI cost from 397 up to the 2.5 million.

Six-year ROI analysis and if it had a payback in year one or two or three, it would indicate that. But because they're in the six years, there is no payback for any of the projects in finance. You're just seeing a cumulative total.

Carry forward projects are already underway and will continue. FHCM & HCM Archival Solutions, Vehicle Operation Garage System and Digital Asset Management Application need to be brought into the picture.

Guzzy: 1099 R, we have to get that out of the way and get that moving – put as a priority.

Group agreed to reconvene to decide on priorities. Meeting ended at 2 hours and 8 minutes.

5. Meeting adjourned at 3:07 PM

6. Next meeting is on August 8, 2022, at 3:00 PM.

Oakland County
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 08/08/2022

GOALS (S):

RECORDING SECRETARY: Paula Bishop

NEXT MEETING DATE: Oct. 25, 2022

TIME: 1:00 PM

Members/ Alternates Present: Scott Guzy, Aaron Williams, Susan Locke, Addie Hanksin, Robert Rottach, Patti Dib, Pam Weipert, Allan Robbins, Todd Birkle, Michael Andrews, Kyle Jen, Jody Defoe, Kaitlin Keeler, Pam Weipert,

**Members/
Alternatives
Absent:**

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, Thom Hardesty, Sunil Asija, Michael Kamenech, Laura Dodd, Sara Stoddard

Meeting resumes/Call to Order - August 8, 2022 at 3:03

Call to Order by Chair Scott Guzy - Microsoft Teams Meeting

Suggestion presented by Tammi Shepherd: With the number of projects that there are, it will help to number them as you identify them. Pseudo numbering system to know DPC's.

- 1) Sales Force Enhancements – Laura Dodd**
- 2) Website – Laura Dodd**
- 3) Event management – Laura Dodd**

Needs to be an enterprise wide discussion. Many are using Eventbrite and it has not passed muster with Corporation counsel. There are red flags as a whole being used for so many things across the county. We're happy with it, it's not broken, but so many groups use it.

DPC. Four Projects – Kaitlin Keeler

- 1) **DAM** – digital asset management because it’s yellow and in the tech debt chat check. Will create some efficiencies because it’s going to integrate with Adobe Creative Cloud for all our graphics teams.
- 2) **CRM System** – priority for accounting executive culture to ensure our residents are getting the best service possible. Our goal is that no matter how they reach us, we can help them with whatever they need and help provide wrap around services. We’re going to coordinate and collaborate with anyone else doing engagement or outreach. We’ll create efficiencies there as well. This can track analytics such as heat maps.
- 3) **PO Portal** – To work with our EOC to get the context for all the relevant PIOs right away instead of wasting time finding them because we can’t start talking to them or coordinating until we know who they are.
- 4) **Marketing Automation System** - Integrate all three - CRM, our new website, Gov delivery, existing tools and also replacing our social media management tool that the county uses countywide – and also the robust analytics.

Explanation of the difference between the economic development salesforce enhancement and the CRM tool – they’re both needed. The difference with the CRM is that is going to be 100% service focus with constituents and wrap around services. Not only helps county executive but also with case management for others that may need WIC, finding a job, foreclosure, etc. and would be enterprise wide level.

HR Projects – Sunil Asija

- 1) HR retirement 1099 Processing
- 2) Applicant Tracking System
- 3) Elearning – calendar that focuses on executive Coulter’s focus of learning environment. The calendar will help everyone in the county.
- 4) Internet Project
- 5) Intranet Project

Homeland Security – Thom Hardesty

- 1) Network Upgrades for security replacement, which would then be a part of the backbone for the next two.
- 2) Badge reader infrastructure replacement
- 3) Security camera replacement

Health and Human Services – Sara Stoddard

We only have our referral project left because HR already scored for the training program. We also advocate for project listed as #11, Row 18 – NHD Database Consolidation and Conversion.

Health Neighborhood Housing and Health - Shane Bier

- 1) NHD Database Consolidation and Conversion will help us upgrade our database, as it relates to our home improvement program. Currently utilizing a Microsoft Access database that has limited fields even though we have over 15,000 entries in it SYNAXIS database that's been built upon over and over the last two decades. It is past its life expectancy, and it limits the amount of information we can get. Example – we are unable to know what kind of home improvements we support from our home improvement program in any given year. The only way to retrieve this information is by pulling a sample of folders.

Board of Commissioners – Sheryl Johnson and Patti Dib

- 1) Codified resolutions and proclamations.
- 2) Intranet
- 3) Treasury chargeback processing system.

Corporation Counsel – Aaron Thomas

- 1) Laser Fische system - will help to be more efficient in delivering a legal service throughout the county.

Economic Development Salesforce Project – Allan Robbins

It's been running for over 10 years. Total investment dollars we're looking at as far as tracking for the CRM and our KPI is all together a little over \$9 billion of investment and it tracks about 80,000 total new jobs created over the course of that time and 67,000 retained jobs, and all the activities and workflows that relate around three of our program areas.

Discussion of order for priorities of projects per department.

Request for vote on prioritization of projects made by Scott Guzzy. All in attendance approved.

Explanation of EMR referral integration solution given by Tammi Shepherd. Health Dept. has a variety of different healthcare providers that they partner with, and this solution will help electronically send information between them. It is currently a paper based process.

Explanation of process to create estimated timing and what happens for next master plan prioritization list given by Janette McKenna and Mike Timm. We first get a motion to approve this order of priorities. Once everybody approves, it will be the standing master plan prioritization list. Over the course of the following months, IT will pull our estimates for our fixed labor. Support maintenance plan maintenance, the hours we need for that will be set aside and then we'll see how many hours we have left for the discretionary labor, which is all of the enhancement, new development work and the hours will get spread across the five leadership groups – depending on how many hours we use this prioritized list to allocate hours by group starting from the top down and then once we run out of hours, any on the lower half of the list

that potentially do not make the cut will be moved down to an open request category. It will still be on the master plan in October when we present it back. The group could change priorities at that time to obtain additional funding.

An example of this – if the last project on the list doesn't make the cut - there's not enough hours, then the report is presented back, the option is given to put it on the list. It has to be done in the next two years. We either will discuss changing priorities, or we'll look at getting some funding to get it moved above the line. We meet back in October and present the final master plan with the cuts and allocations. The IT master plan is for the full two year process. 600,000 hours of IT effort allocated to the support and maintenance that goes into the help desk, maintenance, and upgrades.

Request for motion to approve upcoming master plan list. Motion made by Laura Dodd supported by Patti Dib. Motion approved as is to be presented to next leadership group.

Meeting adjourned at 4:10 PM

Next meeting is on October 25, 2022 @ 1:00 PM