LEADERSHIP GROUP: Finance Administration   **MEETING DATE:** 10/26/2021

GOALS (S):

RECORDING SECRETARY: Scott Guzzy

NEXT MEETING DATE: January 25, 2022	**TIME:** 2:00 PM

Members / Alternates Present:	Jody DeFoe, Scott Guzzy, Robert Rottach, Lynn Sonkiss, Sara Stoddard, Patti Dib, Pam Weipert, Diane McBroom, Chaunda Nash, Laura Dodd, Allan Robbins, Todd Birkle, Thom Hardesty, Solon Phillips, Robert Sealey, Allan Robbins, Michael Andrews, Mike Kamenec, Jen Kyle
Members / Alternatives Absent:	Lauren Chamberlin, Leigh-Anne Stafford, Garth Wooten, Thom Hardesty
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 1:04 by Chair Lynn Sonkiss- Microsoft Teams Meeting

1. **Approval of prior meeting minutes** – Approval of 4-27-2021 minutes with correction. and 7-27-2021. Todd Birkle motioned to approve, Jody DeFoe seconded, minutes approved.

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

2. **Review 2021-22 Master Plan Quarterly Status Report:**

   - **Vacant Position Report (as of September 30, 2021) – Appendix B.6**

     - Janette McKenna reported that IT currently had eighteen vacancies last quarter. There was a lot of activity with workforce reductions and retirements. There were promotions and new hires, and our current vacancy is 16 positions. The highlighted positions on this page are actively posted and advertised are in various stages of engagement with HR. This reflects an 10% overall vacancy rate.

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

     Janet Brinker noted in Workday that integrations were tested for the last quarter upgrades from the 9-10-21 date.

- **01 COVID - County Executive Technology Enhancements -** Project was successfully completed.

- **03Board of Commissioners Reapportionment -** The Board has been provided the software and training needed to create the new BOC districts. Proposed maps will be published on the BOC web site once they have been submitted. Final maps are due by November 15th.

- **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 on-going program activities. Now that go-live has been moved to May, project will be extended.

- **05B FHCM Report Development (FCM/HCM) -** Some Fiscal reports completed in the last quarter which are waiting on testing along with a report integration that will group transparency reports for the website to be published.

- **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) -** Remediation and Unit testing with vendors and users continue on 12 of the outstanding integrations as unit testing is to be completed in November. This also includes the 1099R rollout for printing pension payroll documents.

- **05G FHCM Financial IS/Job Acct Integrations (FCM) -** In the last quarter, both the Job Accounting and Reimbursement(journal) initial integration testing has been completed and are awaiting final data output review. Reimbursement (misc. payments) initial integration testing in process.

- **05J FHCM WRC CAMS Workday Integration -** In the last quarter, business requirements phase was completed, and development is currently in progress.

- **05K FHCM & HCM Archival Solution for PS Data -** In the last quarter, business requirements sessions and data gathering has taken place for both HR and Fiscal. Will be continuing to finalize this quarter.

- **06 MyInsight Implementation -** Application configuration resumed during the summer and is underway. App configuration should be complete by Dec to allow for the data conversion, testing, training, and go live in Q1 of 2022.

- **07 COVID- BOC Board Management Solution Implementation (Phase 1) -** Solution was successfully implemented. Project has been closed.

- **09 Distributed eLearning Solution Implementation -** The project is on hold pending approval of reapportionment funds to purchase licensing. Health is working through the request now.

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

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

- **13 Point of Sale Terminal Replacement - The** RFP process has completed, a vendor has been selected, and the contract negotiation process has started.

- **14 Physical Records Management System -**The RFP was posted on MITN 9/24/2021. Responses to vendor questions were submitted on 10/22/2021. RFP and vendor selection phase schedule to complete in December.

- **16 Finance/Admin Enhancement Budgets -** In the last quarter we continued process mapping of the building access request form for Building Safety and is now in final review.

  Several HR Enhancements took place in the last quarter which include Connect Your Care integration, Effort Certification report, new termination notification process, and benefits non-discrimination integration & report.

- **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 50 % and this Leadership group is at 65% with 21,150 hours used. The Planned maintenance /Upgrade is at 24%. The Support/Maintenance target is at 53%. The Finance/Admin overall delivery is at 60%. The overall delivery for all Leadership groups is at 47%.

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

a) Homeland Security Inventory Management System Implementation (ARP funding) – Mary Gosine -Request to Size and e-vote to present sizing and approve priority of project prior to January meeting.

An RFP was issued, and a vendor was selected. The plan is to utilize ARP funds for the project. Lynn asked if any questions. Janette asked if the group wanted to prioritize this now or when we submit the e-vote.
Lynn asked if IT resources are used would this impact other projects, Tammi answered no, that additional resources would be brought in specific for this project since it is funded.
Mary asked guidance from the group on the priority list after number 6.

Lynn stated possibly at number 9 because 7 and 8 were already started. Tammi agreed and asked if any of the project sponsors after number 6 agreed or would like to state their case that the project move lower.

Janette stated there's always impact from either our vacancy rate or if it's a skill set constraint will use this list. If we have to assign a person to a project and we only have that one person, they would be assigned to the higher priority project, so it just helps us with prioritizing.

Lynn made a motion placing this project in today's discussion at the new item number 9. Todd seconded the motion. Motion approved.

4.   **Master Plan Reduction IT Project Up-Dates**

   a)   **IT Workforce Planning Reductions – Janette McKenna**
           As many of you worked on our one forced planning reductions in IT, we wanted to report back on the impact to that it had on the master plan. We did have a total of nine positions that are to be deleted, seven of those are in this current master plan, and then two that would fall onto the next master plan. We are not yet seeing the impact of those position deletions. This is where the allocations to each of these groups would show the reductions.

   b)   **Positions and function transitioned to Department of Public Communications (DPC) – Janette McKenna**
           Many of you might have heard there was three IT positions and their functions transitioned over to the Department of Public Communications and you'll see that in both e-government and finance leadership group there was some reduction in hours.

5.   **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.

6.   **IT Projects Updates**

a) **Universal Communications & Collaboration (UCC) – Mike Timm**
   The UCC is really three very large projects, the first of which is closed, the core local area network infrastructure. It was a prerequisite for VoIP which is project number two. Project #3 is the new County Wi-Fi.

   The voice over IP has occurred with several of you. The IT building is converted, Central Services, Oakland Pointe, and we have a couple major implementations coming at the Sheriff's Office, Facilities, and WRC. There's are two parts to the VoIP migration, one is the delivery of the phone service itself which is making and receiving a call. The second part of the overall VoIP migration is the voicemail service and what we also call auto attendant. This is the automated answering that you here when you call the county switchboard, and you can press one for the County Executive press 2 for the county clerk press 3 for courts you know etc. This function of auto attendant runs on a separate piece of hardware, that is it is beyond end of life as you know by the July failures. Thursday of this week the plan is to have everyone in the county off the old voicemail and offer those the old system for auto attendant. What that means for some of you is you will have an old phone still on your desk, but because we have not converted the phone system, you will be using the new voicemail. There are about 1200 users that this applies to. Targeted emails are being sent this week, in fact today, with instructions about how to set up your voicemail box and your pin number. Seamlessly Thursday morning when we make the cut, all those voicemail boxes will be migrating. The voice mails you receive will also now come to your email inbox as a recorded message. This is especially functional for people that are still working remotely. Today, Wednesday, and Thursday employees can dial into a Teams meeting and talk with some of our subject matter expert's conversion experts. This cutover should be completed by Thursday. The remaining voicemail project moving forward will be done by March of next year.

b) **Security – Data Loss Prevention (DLP) / Phishing – T.J. Fields**
   DLP as you can see from the broadcast a couple of days ago will align with the data loss prevention product that is designed to help prevent employees sending information that shouldn't necessarily be sent out. An example it would prompt the user asking, "Are you sure you want to send out 10,000 credit card numbers". Many thanks to several people that are on the developing team, Dee McBroom, and Robert Rottach. Each were very instrumental in getting us to this stage.

   The second item phishing. We just finished up a counting the results from the latest phishing campaign across the entire county. The good news is that we were down on the number of people that clicked through the phishing campaign, over 30% less than last time. We can intend on doing this each quarter, so everybody keep up on your security training. For those of you that are familiar with the characters in the training programs, you should always react better than Blake.

c) **VPN – Tammi Shepherd**

Excited to announce on behalf of the whole organization but especially through a lot of work that came out of that TSN that we can soft launch the VPN solution. So, what does it mean to soft launch, it basically that if you already have a county laptop you can go into service center, click on the search tab and type in VPN, and it will pop up a document that tells you how to connect to the VPN. It is a step-by-step process and is very simple and it basically allows you to be connected to County applications and drives. The VPN is available if you have a county laptop. It is beneficial if you do have a county laptop at work and one at home, one of the laptops can be turned in an be available to others. The VPN cannot be used by GIS editors or mainframe users. It does work with all PeopleSoft applications.

7.   **Other Business**- none

8.   **Meeting adjourned at 1:41 PM**

9.   **Next meeting is on January 25, 2022, at 2:00 PM.**