

OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 01-29-2019

GOALS (S):

RECORDING SECRETARY: Pam Weipert- Scott Guzy

NEXT MEETING DATE: April 30, 2019	TIME: 2:00 PM
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Members / Alternates Present:	Scott Guzy, Dan Hunter, Joellen Shortley, Kristy Slosson, Lynn Sonkiss, Chris Ward, Garth Wooten
Members Absent:	Jennifer Llewellyn, Allan Robbins, Kevin Scheid, Lynn Smith-Doane, Leigh-Anne Stafford, Pam Weipert
Others Present:	Phil Bertolini, Janette McKenna, Janet Brinker, Wendy Conklin, Kary Goisdzinski, Scott Kaiser, Bridget Kravchenko, Paul Megge, Henock Monne, Kristine Powers, Stephanie Rice, Stu Smith, Tammi Shepard, Mike Timm, Jim Taylor, Sherry Yagiela, Carl Wilson, Cassy Zakens

Call to Order 2:01 by Chair Lynn Sonkiss

1. Approval of prior meeting minutes: Dan Hunter made the motion to approve the minutes, with Scott Guzy's support. The minutes were approved.
<http://www.oakgov.com/pmo/>
2. Review 2017-18 Master Plan Quarterly Status Report:
 - a. Vacant Position Report (as of October 19, 2018) - pg. B.6
 - Janette McKenna reported that IT began the period with 15 vacancies. Seven positions have been filled, there are three new vacancies, leaving 10 vacant positions, a 6.4% vacancy rate, lowest in many years.
 - b. Review Planned Maintenance/Upgrades pg. A.1- A.17
 - 01- Corp Counsel Matter Management Software Project - Project is live. Post implementation support in progress.

- 02 - HIPAA Compliance-Enhancement Program – Over the past quarter we have been working on closing any remaining Correction Action Plans as well as continuing the audit and monitoring process of previously closed Corrective Actions Plans and Risk Assessments. Work has also begun on a Business Associate Agreement Audit with Purchasing and Corp Counsel.
- 03A - MyInsight Implementation – Contract negotiation has been the primary focus and is nearly complete. The first phase of the project implementation is expected to start this quarter.
- 04 - Homeland Security Management System – Infrastructure buildout of the non-production cloud environment has been completed, and the application has been installed
- 06A - FHCM Program Management – Continue to have Stakeholder and program status meetings throughout the duration of the project.
- 06B - FHCM Business Process Alignment – Attending Day in the Life Sessions as well as Business Process Review Sessions with Sierra Cedar Inc (SCI) and the business. Continuing to work on the SOW with SCI.
- 06C - FHCM Plan (HCM) – In the last 3 months, started the effort of mapping and migrating data from PeopleSoft to Workday, identifying reports, data clean up strategy and training IT staff.
- 10 -Procurement Solution – Project is on hold until summer 2019. The hold is due to the Office 365 project.
- 11 - CDR/HHSCP Application - The first phase of the rewrite project started and requirements gathering is underway.
- 18 - Finance/Admin Enhancement Budget - Health performed enhancements to services registration for fee removal and hearing and vision results. There has also been continued work on the IC lab equipment replacement contract.

c. Master Plan Analysis - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ended 12/31/2018. IT has completed 13% of the Finance/Admin Group's Enhancements, 15% of Planned Maintenance and Upgrades, and 13% of Support/Maintenance. Overall the IT's delivery on the Finance/Admin Leadership Group's projects was at 12.5 %. IT's delivery to all leadership groups was 7%.

3. Sizing Budget Deficit- Currently have sizing budget deficit of 136 hours (have 200 hours designated and need 336 hours). Phil suggested to wait until the next meeting and not ask for

hours from other groups yet. They are doing the same thing. We may have to do one of the following:

1. Cut a project
 2. Look at projects that may be withdrawn
 3. Not size as many projects
4. Chair Sonkiss adjourned the meeting at 2:11 PM.