OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration   **MEETING DATE:** 07/28/2020

GOALS (S):

RECORDING SECRETARY: Pam Weipert

NEXT MEETING DATE: October 27, 2020	**TIME:** 1:00 PM

Members / Alternates Present:	Todd Birkle, Jody DeFoe, Scott Guzzy, Thom Hardesty, Dan Hunter, Joellen Shortley, Kristy Slosson, Lynn Sonkiss, Sara Stoddard, Chris Ward, Pam Weipert, Garth Wooten
Members / Alternatives Absent:	Lauren Chamberlin, Pat Davis, Terri Meiers, Allan Robbins, Kevin Scheid, Leigh-Anne Stafford
Others Present:	Janet Brinker, Dawn Clark, TJ Fields, Kary Goisdzinski, Mary Gosine, Scott Kaiser, Janette McKenna, Paul Megge, Stu Smith, Tammi Shepherd, Mike Timm, EJ Widun, Jennifer Wills, Cassy Zakens

Call to Order 1:01 by Chair Lynn Sonkiss

1.   **Approval of prior meeting minutes –** Todd Birkle made a motion to approve the minutes. Dan Hunter seconded the motion. The minutes were approved unanimously.

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

2.   **Review 2019-20 Master Plan Quarterly Status Report:**

    a. **Vacant Position Report (as of July 17, 2020) - pg. B.6**

        •   Janette McKenna reported that IT had seventeen vacancies at our last meeting. One more position became vacant, resulting in an 11% vacancy rate. IT is working to fill the seven highlighted positions on the report. Because of the hiring freeze they have had to go through an additional approval process to fill those positions.

    b. **Review Planned Maintenance/Upgrades and Master Plan Activity - pg. A.1- A.19**

        •   **2018-20 HR Finance Planned Maintenance & Upgrades** - Treasurer Finance - In the last quarter, IT updated and migrated Debt Manager and Investment

Manager applications to Cloud Dev/QA servers using Citrix. IT also moved Bottomline QA databases off 2008 servers to supported on prem 2016 servers.

- **2018-20 Public & Environmental Services Planned Maintenance & Upgrades** - In the last quarter, IT completed an update to the OakEOC system that included improved functionality and bug fixes.

- **02B - MyInsight Implementation -** Health is currently working on configuring their portion of the myInsight implementation.

- **02C - HIPAA External Risk Assessment –** Contract negotiation is in progress. Business unit communication and data collection and organization has commenced.

- **05 – BOC Hardware Replacement -** BOC hardware has been successfully deployed. This project has been completed and closed.

- **06 – Law Library Infrastructure Improvement -** This project is currently on hold. It is scheduled to resume on August 1st.

- **07A - FHCM Program Management** – IT is continuing to charge time to this project for overall program management which includes vendor management, weekly PMO calls, staffing and other on-going program activities.

- **07G - FHCM Reports & Integrations Development (HCM)** – In the last quarter, IT completed HCM integrations and reports identified in the project plan for the Phase I go-live.

- **07H – FHCM Parallel Tenant Build (HCM)** – IT completed this project in the last quarter. OCIT completed the population of data gathering workbooks for the Parallel Tenant Build as well as Pre-Gold validation.

- **07I – FHCM Financial Crosswalk Integration** - In the last quarter, IT completed testing of crosswalk integrations with Accenture, users and IT for the temporary programs that are needed to update PeopleSoft Financials now that HR is live.

- **07J – FHCM Okta Implementation (HCM)** - For the go-live of HCM, OCIT completed the Okta implementation which includes SC and AD integrations for WorkDay for active employees and is currently working on the same for retirees who go live in early August.

- **07L - FHCM Report Development** - Time was tracked to this project plan to wrap up the remaining Phase I reports needed for go-live as well as to start the Phase II reports.

- **07M - FHCM Gold Tenant (HCM)** - Hours were charged in the last quarter to this project plan for the final extract of PeopleSoft data for the Gold/Production environment for Workday. Outstanding hours include the final data pull for retirees in early August.

- **07 N - FHCM Mobile & Integrations Implementation** - 1) Parks mobile devices were configured and deployed. Additional AT&T devices are being procured to address poor signal with Verizon. 2) The Sheriff integrations with TeleStaff have been successfully tested for the leave balance and person file. The payroll export is still in development. 3) ADP employment tax was selected for 1099/W2 processing. Contract negotiation is pending.

- **07O - FHCM Configuration Tenant Build (FCM)** - Project created to gather the requirements, document and attend meetings for identified Financial integrations that OCIT will be working on. Requirements meetings continue and IT has started the design documents for those integrations ready for development.

- **07Q – FHCM Configuration Tenant Build (FCM)** - Project created to start the data pulls for the Phase II workbooks that will be populated from PeopleSoft and provided to Accenture to build a Workday tenant. Project is near completion for the data pulls.

- **08 – Siren Management Application Replacement** – The development environment buildout and GIS integration are complete. Reports and email communication are near completion. IT anticipates User Acceptance Training beginning next month.

- **09 - EDCA Digital Marketing Program** - Implemented Workforce Development website.

- **10 - Procurement Solution** – Project is in quality assurance testing phase with a scheduled go-live by the end of September.

- **12 - Veterans Services Soldier Relief Database** - Project is in users acceptance testing with a scheduled go-live of the end of August.

Office 365 - Tammi Shepherd reported on Office 365, which is reported in the Internal Services Leadership Group. IT reached a major milestone in the last quarter when they enabled One Drive county wide. They are making progress on the legacy SharePoint migration to the new platform. She appreciates all the work done by all the teams to help meet the deadline this fall. The next step is adoption. Tammi recommends signing up for Office 365 productivity training through Workday.

c. **Master Plan Analysis -** Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter. Janette reminded everyone that the 2019-2020 Master Plan will wrap up at the end of September. Through June 30, 2020, the Finance/Admin group has received 77% of Enhancements/New Development, 112% of Planned Maintenance and Upgrades (PMU), and 96% of Support/Maintenance. Overall OCIT's delivery on the Finance/Admin Leadership Group's projects was at 81%. IT's overall delivery to all leadership groups was 83%. We are 87.5% of the way through the 2019-20 Master Plan.

   The COVID work that IT is performing is tracked in one project plan in Internal Services. Almost 12,000 of the 19,530 hours expended are related to COVID work. Hours were taken away from the leadership groups to perform this work. Lynn asked if the COVID work is further broken down by department. Janette answered that they were, and that she will have a breakdown of the use of hours across the leadership groups in the future.

3. **MFA Project Status** – TJ Fields provided an update. The rollout across the county is at the upper high 80% range. TJ appreciates the sense of urgency that was created that helped to achieve the high implementation rate. Next, OCIT plans to move GoToMyPC from Duo authentication to Okta.

4. **Distributed eLearning Solution Implementation** – Stu Smith reviewed the Scope and Approach document. The project is estimated to take 913 hours. They are asking for 160 hours to begin the RFP effort, and would like to priorities the project as the new #08. In the Finance/Admin Leadership Group's Enhancement Budget, HRMS has 191.80 hours remaining. HR does not expect to have any enhancement requests in August or September, so these hours are available. Both Kristy Slosson and Lynn Sonkiss supported this conclusion.

   Lynn Sonkiss made a motion to move 160 hours from the HRMS Enhancement Budget to the Distributed eLearning Solution Implementation project, and to prioritize the project as the new #08. Thom Hardesty seconded the motion. The vote was unanimous.

5. **Master Plan Cuts due to COVID-19** – Janette McKenna reminded the group that in April the Leadership Groups made cuts and redeployed 7,820 hours to COVID-19 projects. The County does not know if it will be reimbursed for those projects, so they are being funded from IT's base availability – moving the hours from projects IT would have been working on, over to COVID. Through July 20, IT has used 11,492 hours. IT needs 3,672 hours to get the resources balanced through July 20. They would like the Leadership Groups to target a reduction of 5,000 hours for the remainder of the year. IT has stopped work on ecommerce projects which has 2,875 hours. Janette requested that the group looks at projects that would have the least impact and suggested taking 340 hours from Finance/Admin's Enhancement Budget. Tammi Shepherd noted that would still leave 469 hours for any requests coming in August and September. Thom Hardesty said that he understood the need to fund COVID projects. At the same time, Health, Homeland Security, and the Sheriff's Office are still operating and could

have non-COVID needs. He thanked IT for their help during the first few months of the pandemic. Lynn Sonkiss commented that IT has made a lot of adjustments for the Small Business Stabilization Grants that have made the process more efficient. She thanked IT for these initiatives.

Motion by Joellen Shortly to move 340 hours from the Enhancement Budget and allocate it to COVID-19. Dan Hunter seconded the motion. It passed unanimously.

6.　　**2021-2022 IT Master Plan** – Janette McKenna referred the group to page 10 of the IT Leadership Groups' Policies and Procedures and walked the group through the Mandate, Financial, Impact, Risk, and Operational criteria to use to prioritize requests. Her intention for today is to walk through the projects that were approved to size in April. The projects the group approves to move forward will need to be prioritized along with any carry forward projects. At our October meeting, after the total number of hours is finalized, the group will have the opportunity to reprioritize the projects if necessary. The group discussed the overall process. Tammi Shepherd reminded everyone that the size estimates are for IT only, and departments still need to budget for the software and hardware expenses. The group discussed whether reimbursement of IT related COVID expenses would impact the availability of resources. It would not. Janette McKenna asked that we make sure that any projects that were delayed by COVID be included in the priority setting if they were still needed.

The IT Project Managers presented each of the projects. The group discussed and decided on the following prioritization:

Status*	Priority	Project ID	Project Name
CF	1	D50182HC	HIPAA Compliance Program 2020
CF		D50182BA	HIPAA Business Associate Compliance 2020 (200 hours)
CF		D50182RE	HIPAA Remaining ETC (720 hours)
CF	2		Financial and Human Capital Management Implementation
CF		DJ8185PM	FHCM Program Management (hours included in program, started)
CF		DA0151IN	FHCM Mobile & Integrations Implementation
			FHCM Remaining
CF	3	D88182MI	MyInsight Implementation (HIPAA)
CF	4	D50162EL	Distributed eLearning Solution Implementation
	5	DE0151HR	Intranet Replacement Project
B	6	DE1182CF	Citizen Engagement Budget - Finance
	7	DJ0138PR	Physical Records Management System
	8	D51151FC	FHCM Enterprise Enhancements 2021_22
	9	DJ1711CB	Treasurer Chargeback Workflow System
	10	D50162EP	Emergency Preparedness Inventory Management Solution (partially funded)
	11	D59166DC	HSD GIS Data Consolidation
	12	DJ0511OP	BOC Online Portal for Commission Reapportionment
CF	13	DJ6513ON	Law Library Infrastructure Improvement
	14	DJ0511AP	BOC Technology Assessment & Program*
B			Finance/Admin EBs (requested 3065 total)
B			Immunization Deploy EB
B			Information Technology EB
B			REM Reimbursement EB
B			Treasurer's Systems EB
B			Public Health EB
B			Homeland Security EB
B			Central Services EB
B			Corporation Counsel EB
B			Veterans Services EB

Status*	Priority	Project ID	Project Name
B			Risk Management EB - NEW
B			Compliance Office Purchasing EB
B			EDCA Workforce Development
B			EDCA Community Development EB - NEW
B			EDCA Business Development EB - NEW
B			BOC EB
B			Finance EB - NEW
B			Human Resources EB - NEW
B			Finance/Admin Sizing Budget (19-20 actuals 199 7/13/20)

7.   **Other Business –** Lynn Sonkiss asked if everyone was using Workday? If people are having issues, they can contact the Help Desk or send an email. Errors are being cleared as they come up. She thanked everyone for their patience and support, and she thanked IT for completing the Phase I go-live. Jody Defoe mentioned that her team likes the app. Tammi Shepherd gave her compliments to Kristy Slosson, Lynn Sonkiss, and Janet Brinker. She thinks it is going well so far.

Chair Sonkiss adjourned the meeting at 2:18 PM.