

OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Finance Administration

MEETING DATE: 07-30-2019

GOALS (S):

RECORDING SECRETARY: Pam Weipert

NEXT MEETING DATE: October 29, 2019	TIME: 2:00 PM
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Members / Alternates Present:	Jody DeFoe, Scott Guzzy, Dan Hunter, Joellen Shortley, Lynn Sonkiss, Pam Weipert, Barbara Winter, Garth Wooten
Members Absent:	Todd Birkle, Thom Hardesty, Kristy Slosson, Leigh-Anne Stafford
Others Present:	Phil Bertolini, Janette McKenna, Janet Brinker, Wendy Conklin, Kary Goisdzinski, Mary Gosine, Paul Megge, Kristine Powers, Tammi Shepherd, Stu Smith, Mike Timm, EJ Widun, Cassy Zakens

Call to Order 2:05 by Chair Lynn Sonkiss

Chair Sonkiss introduced Barbara Winter, who is the Board of Commissioners alternative representative when Chris Ward is not able to attend.

1. Approval of prior meeting minutes: Dan Hunter made the motion to approve the minutes, with Jody DeFoe's support. The minutes were approved.
<http://www.oakgov.com/pmo/>
2. Review 2019-20 Master Plan Quarterly Status Report:
 - a. Vacant Position Report (as of July 19, 2019) - pg. B.6
 - Janette McKenna reported that IT began the period with 9 vacancies. There have been two resignations, leaving eleven vacant positions (7%). The highlighted positions on the report are those they are actively working to fill.
 - b. Review Planned Maintenance/Upgrades pg. A.1- A.17

- **02 - HIPAA Compliance-Enhancement Program** – Program consists of HIPAA Compliance Program, HIPAA External Risk Assessment, and the HIPAA Business Associate Compliance projects. The team has completed sizing efforts for the External Risk Assessment and Business Associate Compliance that will be conducted within the HIPAA Compliance Program.
- **02A - HIPAA Compliance Program** - Continued support of the HIPAA Program functions as well as conducting quarterly reviews with the Business Units and IT.
- **02B - MyInsight Implementation** – The project kick off was held and vendor project planning has been completed. Onsite business requirements are scheduled for late July.
- **03 - Homeland Security Management System** - End Users Training began in early summer and is continuing over the next couple of weeks in the Training environment. Production servers are built and failover testing is being conducted to ensure high availability in the cloud production environment.
- **05A - FHCM Program Management** – Continued Program Management on the project to attend stakeholder meetings, review program project plan and its deliverables, staffing, etc. and other program level efforts.
- **05C - FHCM Plan (HCM)** – Project completed in the last quarter which began the inventory and planning of reporting, integrations and other project planning needs.
- **05D – FHCM Architect (HCM)** - Architect project work in the last quarter included attending configuration/design workshops with SCI and HR as well as the design of Workday reports & integrations.
- **05E - FHCM Arch Configuration Tenant Build** - Project started in the last quarter to extract data from PeopleSoft for the Configuration Tenant of Workday.
- **06 – Siren Management Application Replacement** - The Siren project requirements have been gathered and the project team is currently designing the final solution system and architecture.
- **07 - EDCA Workforce Technology Assessment and Roadmap** - This project will start in September 2019 - waiting until after closing 2 offices this summer. Pushed expected start date to February 2020.
- **08 – EDCA Digital Marketing Program** - No scheduled or requested work this past quarter in this program.

- **10 - CDR/HHSCP Application** - Cloud Infrastructure build out for DEV and QA has been completed and application development was kicked off and is currently underway.
 - **12-Health Website Standardization** - Completed this site migration and trained all content editors.
 - **18 - Finance/Admin Enhancement Budget –**
 - The Public Health Lead Grant ArcGIS Online data analysis and map was completed.
 - Updates were performed to the Opioid Initiative site.
- c. Master Plan Analysis - Janette McKenna reviewed the Master Plan Analysis (ref. Page C.1) for the quarter ended 6/30/2019. IT has completed 30% of the Finance/Admin Group's Enhancements/New Development, 52% of Planned Maintenance and Upgrades (PMU), and 42% of Support/Maintenance. Overall the IT's delivery on the Finance/Admin Leadership Group's projects was at 33 %. IT's delivery to all leadership groups was 36%. We are 37.5% of the way through the 2019-20 Master Plan.

Tammi Shepherd commented on the 52% completion rate for PMU versus the 37.5% target rate. Tammi said that PMU had added HIPAA funding, so the denominator increased by 37 hours. She also noted that some Microsoft platforms are expiring. The County is getting off Microsoft 2008, and is rebuilding the applications in an updated environment. There is a hard deadline of 1/21/20 to complete this work. IT is working ahead of schedule. There might be a further spike in efforts to meet the deadline.

3. Identity and Access Management Update – Mike Timm reported on the work happening on information and data security. Mike said that there will be more information coming out before the next meeting about changes to how users access applications. There will be training and an assessment of business needs. The Board of Commissioners approved purchasing software as a service (SAAS) six months ago. OKTA is the vendor. It will change how we access county devices. There are more than 200 applications. The access will be consolidated in one spot, rather than in each application, which will help administer changes when they occur. Mike reminded the group that 50% to 80% of all security breaches are related to access. He said that highly sensitive information will require a multi-factor authorization. Jody asked how it would be implemented. Mike stated that there will be multiple ways based on use cases.
4. Office 365 Update – Tammi reported that SharePoint (My Work) will be migrated to Office 365. One Drive (for individual use) and new SharePoint (for team collaboration) are under the Office 365 umbrella. There is a hard deadline to complete the migration by 1/20/2020. IT will reach out to those using My Work / My Site for migration. IT intends to roll out features of 365, such

as the collaboration tools and office online tools. There will be a communication campaign in the winter. Lynn asked if IT has a list of the users who are affected. Tammi said that IT knows who uses the sites and how often they are used. Cassy Zakens relayed that there will also be a data retention discussion as part of the migration. Each department's upper management will decide whether the site needs to be migrated. IT will err on the side of keeping data, but they are trying to purge first if they can.

5. IT Budget Status – Phil Bertolini reported that the budget pressures have not resulted in the need to make changes to the Master Plan this quarter. They are keeping an eye on it. There is still a lot of work to do as it relates to planned maintenance and upgrades that have been funded historically out of IT Fund equity.
6. Other Business - None

Chair Sonkiss adjourned the meeting at 2:37 PM.