

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

<b>LEADERSHIP GROUP:</b> LAND	<b>MEETING DATE:</b> 7/28/2020
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**GOAL(S):** To help direct and allocate valuable IT development resources to initiatives and projects that are the most beneficial to the County organization.

<b>TIME:</b> 3:00PM	<b>LOCATION:</b> Via Skype Meeting
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<b>NEXT MEETING DATE:</b> 10/27/2020	<b>TIME:</b> 3:00
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1. Approval of Minutes from April 28, 2020 Meeting-**Approved**
  
2. **Review 2019-2020 Master Plan Quarterly Status Report:**
  - a. **Vacant position report**

At 18 total vacant positions, 17 vacant positions last quarter. For 11% vacancy rate.
  - b. **Review Planned Maintenance/Upgrades-**

Assessing & Tax planned maintenance- last quarter updated and migrated the Equal suite apps updated with Okta. WAS to Dev and QA to cloud servers using Citrix.

Public & Environmental Service Upgrades- completed with WRC

BS&A server upgrades- Build QA environment. Project on hold and re-planning has begun.

Cloud Upgrade Phase II-implemented server task and continue to investigate application bugs.

GIS enterprise upgrades- security scans completed.
  - c. **Master Plan Activity Status**
    - #3- Tax Management System Program-worked through bugs in daily processing. Go live Oct 1<sup>st</sup>.
    - #4- EH Enterprise Imp-migration kicked off, 95% complete.
    - #6-Land Records and Super Index Replacement RFP-vendor selection completed. Avenue selected as vendor.
    - #8-AAT Mandate Program Budget 2019-2020- initial planning is in progress for CAMA data changes.
    - #9-OCHD Mandate Program Budget 2019-2020-food inspection app completed.
    - #10-FMO BMS-Implementation Phase 2-migrated children's village to new BSM system.
    - #12-GIS Enterprise Program-began internal online dashboard.
    - #12A-GIS Enterprise Roadshow Program- COVID GIS recent weeks, animal shelter and provided prototype of pet food.
    - #15-WRC Development Budget 2019-2020-completed schema changes, base map updated, WiFi at Commerce waste water conference room.
    - #17-RCOC Traffic Signal Management-requirement phase of project began design workflow.

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- #19-BS&A Developmental Budget 2019-2020- completed commercial sale DB import.
- #20B-LAMS Rewrite-Completed module 1&3 and testing has begun.
- #22-Facilities Resource Planning System-cancelled per request of facilities.
- #23- FM CAMS Expansion-last quarter designed and built online dashboard.
- #24-CAMS Enterprise Enhancements 2019-2020- significant progress build out LAMS edit environment.
- #26-Municipal Services IT Program- provided Midland County services during flood disaster.

**Tammy spoke:** able to enable One Drive through Office 365 for all employees. Legacy platform working on, done migrating new Office 365. Team members can sign up for training through workday product.

**Master plan analysis**

For Land at 75% delivery

Planned Maintenance at 79% delivery

Support & Maintenance at 88% delivery

Overall at 82% delivery for this group.

Department overall-All groups at 87.5%. Wrap up end of September.

Point out: COVID project plan 12,000 hours spread across all groups and contributed to high delivery.

83% overall in total.

3. MFA Project Status:  
TJ Fields spoke: Multi factor authentication adoption. Moving multi factor away from Duo to Okta. Will only have one sign in. Notification within next couple of weeks. Appreciate help in advance.
4. Leadership Group Specific items 2019-2020 Master Plan-N/A
5. Master Plan cuts due to COVID-19: Janette spoke on Project cuts in April allocation adjustments for COVID work. Unknown when will be reimbursed for this COVID work. 12,000 hours used as of last Friday. July proposal: Need 3,672 minimum hours of 5,000-hour projection project.  
Project cuts:  
E-gov leadership group move 2,875 to next master plan  
Enhancement budgets no more requests on those only if something comes up  
Take 350 hours from EB budgets and 400 hours from health mandate program  
Left some buffer in the Enhancement budgets.  
Motion to move EB and Mandate hours: Michelle move; Tiffany support- Approve to move hours to support COVID deficit.
6. 2021-2022 IT Master Plan  
Refresher; Page 10 of Leadership procedures

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Tool criteria: mandate, financial impact (funded), Impact- (no payback but large impact to county employees), Risk, and Operational Impact

Red= High Impact Yellow=Medium impact

Spreadsheet organized in alphabetical order. IT PM will talk through each project.

Top of list: CF=Carry Forward hours past 10/1, Mandate, Funded, ROI payback.

a) Project Scope and Approach and ROI Sizing Presentations

a. See PMO Website for Scope and Approach and ROI Documents

[https://www.oakgov.com/it/pmo/leadership\\_grp/pages/leadership%groups.aspx](https://www.oakgov.com/it/pmo/leadership_grp/pages/leadership%groups.aspx)

Projects Presented:

AAT Mandate Program Budget 2021-2022-Addie

Accela Foods Implementation-Scott

BSA Cash Receipting Integration-Addie

BSA Development Budget 2021-22-Addie

CAMS Enterprise Enhancements 2021-2022-Dennis

CAMS Public Request Portal-Dennis

Citizen Engagement Budget – Land-Tammy

Equalization LAMS Photo Automation-Addie

Equalization LAMS Property Split Workflow.pdf-Addie

FM GIS Expansion-Dennis

FM LED Sign Service Model-Dennis

FMO Replace Building Management System Phase 3-Scott

GIS Enterprise Program (2021-22)-Susan Moore

LeaseTrack Replacement-Scott

Microfilm Transition-Addie

Mobile Assessment Data Collection-Addie

OCHD Mandate Program 2021-2022-Scott

Treasurer Pay Delinquent Pay Current Revision-Dawn

WRC Asset Optimization 2021-2022-Dennis

WRC Development Budget 2021-2022-Gowda

WRC Digital Content Management Requirements-Gowda

WRC Legacy App Requirements-Gowda

WRC Power Plan Upgrades-Gowda

Discussion with group to prioritize.

CF projects at top of the list, then mandates

**Motion to Approve Priority-Motioned by Michelle, seconded by Tiffany-Approved.**

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tatus*	Priority	Project ID	Project Name
CF	1	D98162AI	EH Enterprise Imp - Accela Implementation
CF	2	D19182SM	RCOC Traffic Signal Management
CF	3	D99182LD	LAMS Rewrite - Server Migration & Development Phase 1
CF	4	D59611N1	WRC Northstar Replacement Phase I
CF	5	D59611N2	WRC Northstar Replacement Phase II
Mandate	6	D91125MB	AAT Mandate Program Budget 2021-2022
Mandate	7	D50162MP	OCHD Mandate Program Budget 2021-2022
	8	D10147BM	FMO Replace Building Management System - Phase 3
	9	D51611AO	WRC Asset Optimization 2021-2022
	10	D91125PH	Equalization LAMS Photo Automation
	11	D51137LR	LeaseTrack Replacement
	12	D50611DB	WRC Development Budget 2021-2022
	13	D11182GB	GIS Enterprise Program 2021-2022
	14	D91182DB	BS&A Development Budget 2021-2022
	15	D11182RP	CAMS Public Request Portal
	16	D12148LS	FM LED Sign Service Model
	17	D50162AI	Accela Foods Implementation
	18	D50611CM	WRC Digital Content Management Requirements
-	19	D91125PS	Equalization LAMS Property Split Workflow
	20	D91216MF	Mircrofilm Transition
	21	D11147GE	FM GIS Expansion
	22	D50611PP	WRC Power Plan Upgrades
	23	DJ0711TR	Treasurer Pay Delinquent Pay Current Revision
	24	D91125DC	Mobile Assessment Data Collection
	25	D11182CE	CAMS Enterprise Enhancements 2021-2022
	26	D91182CI	BSA Cash Receipting Integration
	27	DE1182CL	Citizen Engagement Budget - Land
	28	D50611DR	WRC Legacy App Requirements

When come back in October can discuss prioritization, funding, etc. if anything changes.

**Adjourn at 4:26 PM-** until next meeting, **October 27, 2020 @ 3:00PM.**