OAKLAND COUNTY
Information Technology Leadership Group
Meeting Agenda

LEADERSHIP GROUP: LAND	**MEETING DATE: 10/27/2020**
GOAL(S): To help direct and allocate valuable IT development resources to initiatives and projects that are the most beneficial to the County organization.	
TIME: 3:00PM	**LOCATION: Via Skype Meeting**

NEXT MEETING DATE: 1/26/2021	**TIME:**	3:00

Roll Call- Everyone represented except Economic Development.

1. Approval of Minutes from July 28, 2020 Meeting-**Approved**

2. **Review 2019-2020 Master Plan Quarterly Status Report**:
   a. **Vacant position report**
      At 17 total vacant positions, 18 vacant positions last quarter. For 10.5% vacancy rate.
   b. **Review Planned Maintenance/Upgrades**-
      Assessing & Tax planned maintenance- WAS completed to cloud servers using Citrix.
      CAMS Cloud Upgrade Phase II-updated in next phase of the project
      GIS enterprise upgrades- upgrade completed.

   c. **Master Plan Activity Status**
      - #4- EH Enterprise Imp-completed.
      - #6-Land Records and Super Index Replacement RFP-completed land record negotiations.
      - #8-AAT Mandate Program Budget 2019-2020- Mandated WAS school district changes completed.
      - #10-FMO BMS-Implementation Phase 2-migrated children's village to new BSM system.
      - #11-WRC Asset Optimization Phase III-completed
      - #12-GIS Enterprise Program-Arc GIS re-designed.
      - #12A-GIS Enterprise Roadshow Program- animal shelter update location.
      - #15-WRC Development Budget 2019-2020-completed scema changes.
      - #19-BS&A Developmental Budget 2019-2020- completed annual processes.
      - #20B-LAMS Rewrite-Initial planning of phase 2.
      - #23- FM CAMS Expansion-completed.
      - #24-CAMS Enterprise Enhancements 2019-2020- support development of app streams.
      - #25- Tax Management System testing & implementation-continue daily and monthly processing. new go live date Dec 1.
      - #26- Tax Maintenance Upgrade-completed WAS migration to cloud using Citrix.

Master plan analysis
For Land at 86% delivery
Planned Maintenance at 88% delivery
Support & Maintenance at 102% delivery
Overall at 93% delivery for this group. This includes COVID hours.

THIS CLOSES OUT THE 2019/2020 MASTER PLAN

3. 2021-2022 IT Master Plan Presentation
   a. Leadership Group Specific Items
   New master plan for 2 years. Labor distribution 72% Fixed, 28% discretionary (for new projects).
   Reviewed 2021/2022 Master Plan
   page 6, meeting dates. Samantha sending calendar updates.
   page 7-9, Master plan process
   page 10-11, project assessment criteria (help with priority)
   page 12, summary of definitions
   page 13, availability and allocation for next 2 years. Clemis is separate.
   page 14-18, How come up with availability (1 page/division) projects requested to size 38,000…30,000 available.
   page 40, summary
   Last master plan 110,000 hours to spread, this master plan 108,000 hours to spread.

   b. Prioritize Carry Forward/ New Projects
   Page 26, through number 19 above cut,
   open requests can revisit and talk again or get funding and can trade from above projects that made the cut.
   Ask if Microfilm can take Hach Wims place if Hach Wims knocked off. Unfortunately, no because Hach Wims funded and Microfilm is not.
   Motion two zero projects in carry forward need priority. WRC Hach WIMS phase 2 new #10 and Tax Management System to #2. **APPROVED**

   c. Election of Officers
   Chair-Leigh Ann Stafford stepping down.
   Jody DeFoe will accept position as chair.
   Vice Chair: Art Holdsworth will continue
   Recording Secretary: Tiffany Jacob will continue
   Motion for Chair-Jody, Vice Chair-Art, and Recording Secretary-Tiffany
   APPROVED

4. IT Project Updates
   a. Remote Work/ Laptops- TJ Fields spoke, start of COVID and working with Go TO MY PC trying to improve and trying to build a VPN for the County.

   b. Security Awareness Training- TJ Fields spoke, Security Mentor replaced with Terranova. Email will be going out soon.

Adjourn at 3:46 PM- until next meeting, **January 26, 2021 @ 3:00PM.**