

TECHNOLOGY ADVISORY BOARD



January 24, 2019

Agenda

- Public Comments - Scott Tingley - 3 min
- Nominations and Voting – Scott Tingley – 5 min
- Approve Minutes from 11/29/2018 Meeting - Chair - 2 min
- Open & Public Meetings Act Training – Dianne Orcutt– 10 min
- Ethics & Disclosure of Conflict of Interest Training – Dianne Orcutt – 10 min
- Long Distance Codes (Discussion/Direction) - Cherie Root – 5 min
- Follow-Up Items (Discussion/Direction) – Ginger Watts – 10 min
- Working Groups Milestone Chart (Discussion/Direction) - Ginger Watts – 3 min
 - Working Group Planning Meeting Update
- Governance Working Group Updates (Discussion/Direction)
 - SWG - Windows 7 Replacement– Tyler Andrus & Ginger Watts – 5 min
 - PWG - Project Update - Tony Jolley – 10 Min
- Information Services Open House (Informational) – Zach Posner – 5 min
- Communication Items - Mayor & Council - Zach Posner & Chair – 1 min
- 2019 Meeting Schedule (Informational) - Ginger Watts – 1 min
- Review Action Items – Truc Tran - 2 min
- Next Meeting - 03/28/2019 – Chair - 1 min

Public Comments

Scott Tingley

Nominations & Voting

Scott Tingley

Approve Minutes

Chair

Open & Public Meetings Act Training

Dianne Orcutt

Ethics & Disclosure of Conflict of Interest Training

Dianne Orcutt

Long Distance Codes

Cherie Root

Review Follow-Up Items

Ginger Watts

| TASK | RESPONSIBLE |
|---|------------------------|
| 1. Windows 7 Replacement | Solution Working Group |
| 2. Talk with Mayor's Finance about TAB Budget Presentation and Attendance at Budget Meetings. | Megan Hillyard |
| 3. County Wide Technology FTE Map | IS & HR |
| 4. Revise Budget System Replacement Documents | Jerome Battle |
| 5. Debrief 2019 Budget Process & Scoring | Cherie Root |
| 6. PC Café Accuracy – Windows 7 Removal | Zach Posner |
| 7. SharePoint Update | Lisa Allcott |
| 8. Send List of Questions and Inventory to Security Discussion Group | Zach Posner |
| 9. Send Windows 7 Notice to Fiscal Managers and Directors | Ginger Watts |
| 10. Inform Mayor & Council of Change in Vice-Chair | Zach Posner |

TAB Technology FTE Oversight

Ginger Watts

- ✓ Obtained IT job family definition from County HR
- ✓ IS has reviewed list of FTEs against the definition
- Follow-up with HR and the Solution Working Group (SWG) for recommendations

TAB Technology FTE Oversight

Ginger Watts

| AGENCY | POSITIONS | CONFIRMED | NEED TO REVIEW |
|---------------------------------|------------|------------|----------------|
| ADDRESSING | 3 | 1 | 2 |
| AGING SERVICES | 2 | 1 | 1 |
| ANIMAL SERVICES | 1 | 0 | 1 |
| ASSESSOR | 9 | 7 | 2 |
| AUDITOR - TAX ADMIN | 1 | 0 | 1 |
| AUDITORS OFFICE | 1 | 1 | 0 |
| BEHAVIORAL HEALTH SERVICES | 3 | 3 | 0 |
| CAPITOL THEATRE | 4 | 4 | 0 |
| CLARK PLANETARIUM | 7 | 2 | 5 |
| CLERK-ELECTION | 1 | 0 | 1 |
| CRIMINAL JUSTICE SERVICES | 3 | 2 | 1 |
| ECCLES THEATER | 2 | 2 | 0 |
| ENVIRONMENTAL HEALTH DIVISION | 1 | 1 | 0 |
| FLEET MANAGEMENT | 1 | 0 | 1 |
| FLOOD CONTROL - ENGINEERING | 1 | 0 | 1 |
| HEALTH - ADMINISTRATION | 4 | 3 | 1 |
| HUMAN RESOURCES | 4 | 2 | 2 |
| INFORMATION SERVICES | 98 | 96 | 2 |
| JUSTICE COURTS | 1 | 1 | 0 |
| MAYORS FINANCIAL ADMINISTRATION | 3 | 0 | 3 |
| OXBOW JAIL | 1 | 1 | 0 |
| PLANNING & DEVELOPMENT SERVICE | 2 | 1 | 1 |
| PUBLIC WORKS OPERATIONS | 1 | 0 | 1 |
| RECORDER | 3 | 1 | 2 |
| RECORDER - TAX ADMINISTRATION | 12 | 5 | 7 |
| SALT LAKE CITY HEALTH CLINIC | 1 | 1 | 0 |
| SURVEYOR | 5 | 3 | 2 |
| WEST JORDAN LIBRARY - IT | 16 | 15 | 1 |
| YOUTH SERVICES | 2 | 2 | 0 |
| REGIONAL DEVELOPMENT | 1 | 0 | 1 |
| PARKS AND RECREATION | 1 | 0 | 1 |
| TOTAL | 195 | 155 | 40 |

SharePoint Electronic Document Management Solution

Lisa Allcott

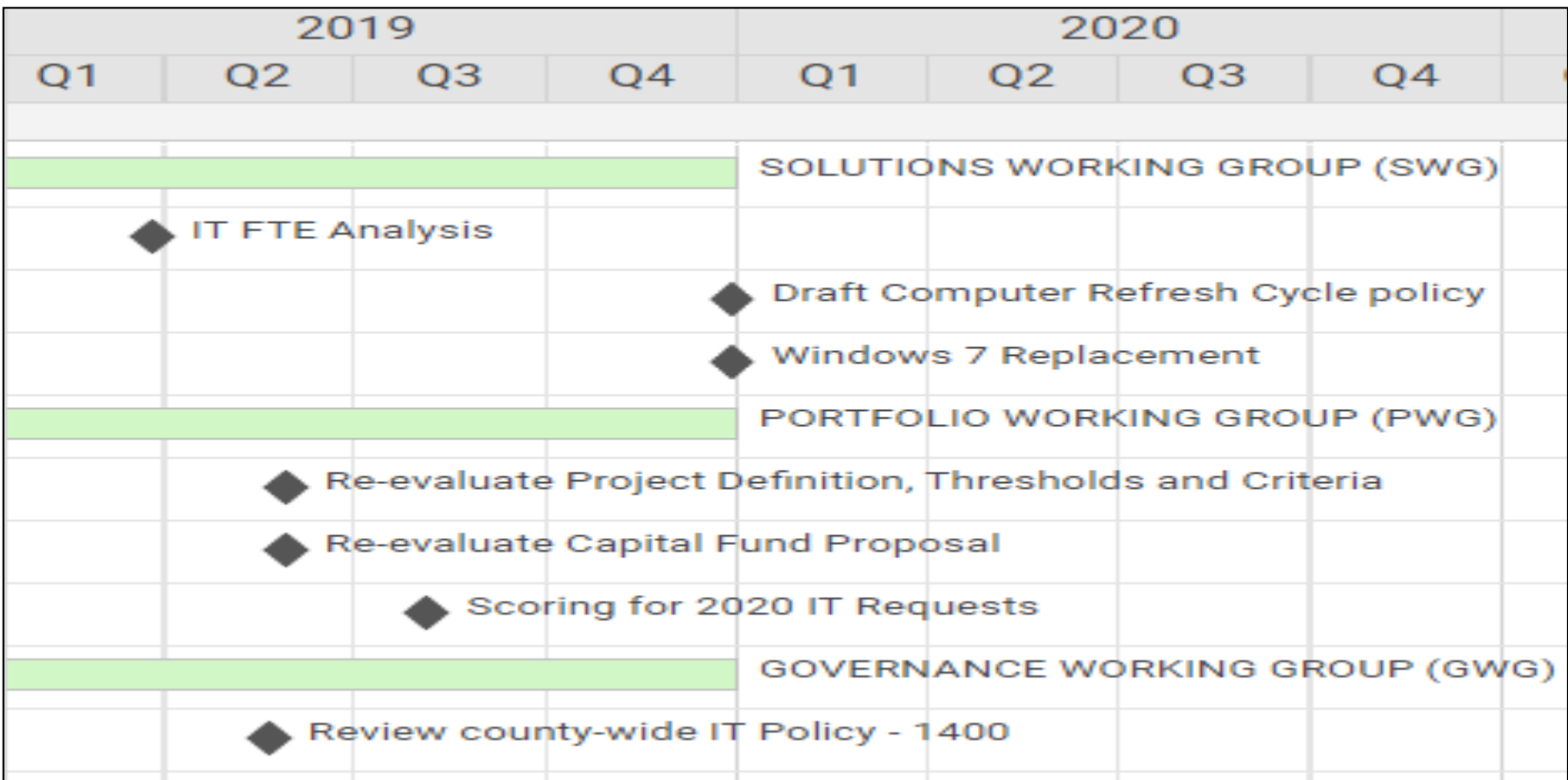
- Contracts & Procurement SharePoint site is in place for access to documents and SIRE migration to be completed within the week
- Mayor’s Finance SharePoint site prepared and migration underway
- SIRE migration planning underway with Auditor and Treasurer
- SharePoint Business Analyst utilizing “out of the box” features to develop agency sites and getting very good feedback

SIRE to SharePoint Migration Schedule

| Agency/Department | Expected Completion |
|-------------------------|---------------------|
| Contracts & Procurement | Q1 2019 |
| Mayor’s Finance | Q1 2019 |
| Assessor | 2019 |
| Auditor | 2019 |
| Surveyor | 2019 |
| Treasurer | 2019 |
| Recorder | TBD |

Working Groups – Milestone Chart

Ginger Watts



Working Group 2019 Planning Session

Ginger Watts



Working Groups met collectively on December 5th



Updates are provided to all Working Groups bi-weekly



Determined importance of continuing to improve the current governance effort

2020 Budget Process Planning (Based on Debrief of 2019)

Cherie Root

| Issue | Idea | Impact | Ability to Implement | Next Steps |
|---|---|--------|----------------------|---|
| Dates | Maintain 2018 schedule | High | High | 1. Communicate the dates |
| Cadence (Throughout the year; not just at budget) | IT Capital Fund Reporting cadence | High | Low | 1. IT needs to be the example 2. Communicating with the working groups 3. Fiscal Operations training (frequently) |
| Funding Source Buckets vs. combined priority | better communicate the purpose of the buckets | Medium | Medium | 1. PWG discuss strategy 2. Talk with Megan then Darrin. |
| Scoring (weighting, forced ranking) | Add enterprise score with less weight (number of agencies/employees/impact score) Add a "Funding Ready" score? | Medium | Low | 1. Ginger to research best practices with Governance 2. PWG discussion |
| Customer sign off (Add to workflow) | Add to workflow in the tool | High | High | 1. Put into POB workflow |
| TCO consistency | Clear definitions. Make sure the templates work. | Medium | Medium | 1. Definition legend to Concept Document and TCO. |
| Do FTE's need a separate process? | On-Going vs. One-Time | High | Medium | 1. HR working on IT FTE inventory |
| Form Entry | Poll Fiscal Managers | High | High | 1. Ginger to interview several fiscal managers at the next Fiscal Operations meeting. |
| TAB Leadership to Present to Mayor's Finance | Chair/Vice Chair/CIO | High | High | 1. Megan to meet with Darrin |
| Mayor Finance Representation at TAB Budget Meetings | Darrin and/or Rod | High | High | 1. Megan to meet with Darrin |

Solution Working Group

Windows 7 Replacement

Tyler Andrus & Ginger Watts

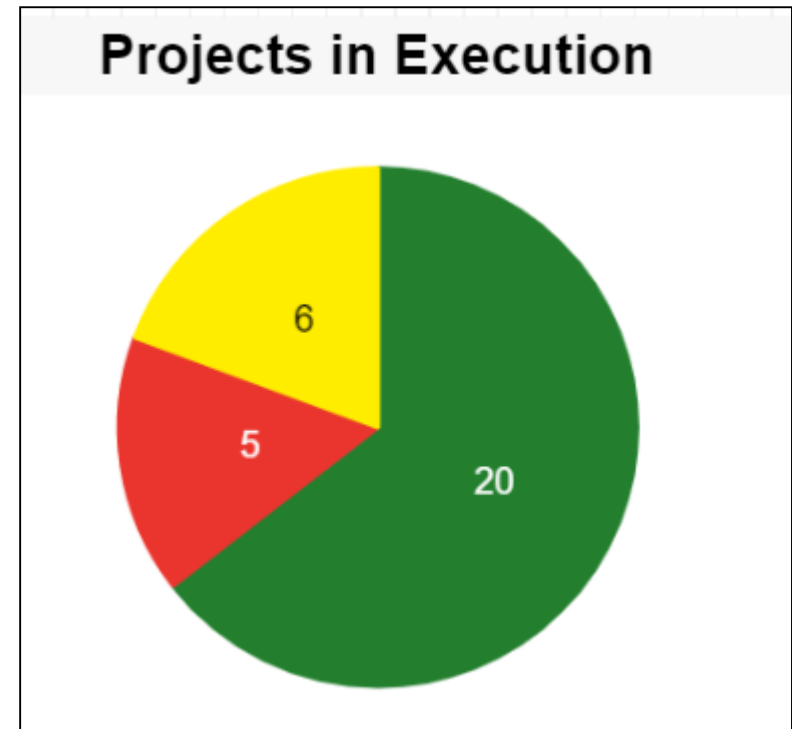
- Windows 7 will no longer be supported in 2020
- Reports sent to Fiscal Managers and Division Directors
- BTP's have contacted assigned agencies and assessed actual impact
- February 2019, new reports to be generated to determine outstanding issues

Portfolio Working Group

Tony Jolley

- Reviewed the Red and Yellow Projects
 - Focus on the Case Management Program
 - PeopleSoft Update

[Link to Pie Chart](#)



PeopleSoft Update

Joel Sturman

- PeopleTools 8.57 Upgrade
- FLUID Interface
- Data Sync & Cleanup (AD/Email)
- Dashboards
- Contracts & Procurement
 - P-Card
- Finance
 - Wells Fargo Bank Change
 - Supporting Audit & Budget Efforts
 - Absence Management
- HR
 - Workflow
 - Data Auditing
 - EEO4 Report
 - ACA
 - Open Enrollment
 - Job Slotting/Pay Scale/Compression

Information Services Open House

Zach Posner

- February 21st
- 3:00 p.m. to 5:00 p.m.

Communication Items - Mayor and Council

Zach Posner & Chair

Meeting Schedule For 2019

Ginger Watts

2019 – Fourth Thursday – 9:00 – 10:30 a.m.

- March 28
- May 23
- July 11
- August 22
- September 26
- November TBD
- December TBD

Action Items

- *Review new action items – Truc Tran*

Next Meeting – 03/28/2019

**Thank
You !**