

COUNTY ADMINISTRATION COMMITTEE MEETING MINUTES
March 13, 2014

The County Administration Committee of the Broome County Legislature met on Thursday, March 13, 2014 in the Legislative Conference Room, Sixth Floor, Edwin L. Crawford County Office Building, Binghamton, New York.

Members Present: S. Flagg (Chair), R. Keibel, D.J. Reynolds, M. Sopchak, D.D. Reynolds

Members Absent: None

Others Present: S. Baker, A. Martin, C. Dziedzic, R. O'Donnell, Legislature; J. Bernardo, B. Datta, County Exec's Office; M. Kalka, J. Knebel, OMB; D. Schofield, DPW; K. Davis, Elections; D. O'Keefe, IT; T. Behan, Personnel; T. Dellapenna, Risk; J. Whong, Press & Sun-Bulletin

The County Administration Committee meeting was called to order by the Chairman at 4:00 PM. Mr. D.J. Reynolds made a motion to move the agenda, seconded by Mr. Sopchak.

The Committee took the following action with regard to the matters before it:

#33 RESOLUTION ADOPTING HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT PRIVACY POLICY AND PROCEDURES FOR THE COUNTY OF BROOME

Carried. Ayes-5, Nays-0

#45 RESOLUTION AUTHORIZING AN AGREEMENT WITH DOMINION VOTING SYSTEMS FOR HARDWARE, FIRMWARE AND SOFTWARE LICENSING AND MAINTENANCE FOR THE BOARD OF ELECTIONS FOR 2013-2017

Carried. Ayes-5, Nays-0

Following the Resolutions, Dennis O'Keefe, County IT Director, presented to the Committee on the County's PeopleSoft System Upgrade Project. The presentation is attached.

There being no further business to come before the Committee at this time, a motion to adjourn was made by Mr. D.J. Reynolds, seconded by Mr. Sopchak. The meeting adjourned at 4:14 PM.



PeopleSoft 9.2 Upgrade Project

Agenda : PeopleSoft update meeting on 03/13/14

- **Overview and backup of 2014 implementations**
- **2014 project time line**
- **Calendar of high level activities from 2014 – 2019**
- **Roles and responsibilities of team members**
- **Current and planned project updates**
- **Backup of implementations planned for 2015**



PeopleSoft 9.2 Upgrade Project

PeopleSoft is an integrated software package that provides a wide variety of business processes. Each individual applications, such as Financials and Human Resources interacts with others to offer an effective and efficient means of working and reporting in an integrated fashion across the enterprise.

The goal of this project is to upgrade Broome County PeopleSoft Financials system. This project will also encompass the following changes:

- Upgrading the PeopleSoft version from 9.0 to 9.2
- Changing the Chart of Accounts to better align with PeopleSoft standards
- Minimize customizations to improve the overall performance of the system
- Replacing IBM hardware with virtual servers

Why are we upgrading to version 9.2?

- Reduced customizations will make the system easier to use and support
- Upgrading will maintain Oracle's highest level of support
- Changing the Chart of Accounts will make reporting functions easier
- Simplify System Maintenance
- Save maintenance costs and improve system performance with Hardware Upgrades
- Implement New Features and Functions

Potential Savings

- Eliminating IBM hardware maintenance will save \$21,581 per year. The replacement cost for the current IBM hardware is about \$280,000 and would be needed in the near future.
- A typical upgrade for a system of this size is between \$1.25MM to \$1.7MM. The budget for this project is approximately \$500,000 using Broome County and independent resources.
- In regards to productivity increases with PeopleSoft v9.2 and the WorkCenters and Dashboards as well as the new Google-like Search functionality, in a recent report Gartner explained that it is reasonable to expect a 10% and 15% productivity improvement in v9.2 verses v9.0 when using the new features as delivered. (Gartner.com)Reduced cost of maintenance. The new PeopleSoft Update Manager helps minimize costs and disruption associated with applying maintenance and maximizing the impact of desired updates.



PeopleSoft 9.2 Upgrade Project

PeopleSoft Upgrade to Version 9.2 Functional Consultant Hours															
ID	Task Name	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	July 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
2	Fit/Gap Analysis	Yellow	Yellow	Yellow	Yellow	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange
3	Configure & Develop														
4	Test & Train														
5	Deploy & Optimize														
	Functional Consultant	Yellow	Yellow												
	BC Users	Yellow	Yellow												
	BC Development Team	Yellow	Yellow												
	BC Technical Team/Technical Consultant	Green	Green												

PeopleSoft time line for key ongoing activities:

2014

- RFP for functional consultant. Dollars in 2014 budget (130K-in progress)
- Potential RFP for App migration project. Dollars in 2014 budget (90K). Would be needed in April/May time frame.
- Upgrade to 9.2 and implement a new Chart of Accounts and new Role Level Security module upgrades
- Budget for 2015 Treasury, AR/Cash Receipts and HR upgrades
- RFP for 2015 consultants (October timeframe)

2015

- Go Live on January 1st
- Implement Treasury, AR/Cash Receipts and HR modules
- Oracle support for PeopleSoft 9.0 ends in 06/15

2016

- Evaluate possible alternatives on support and applications

2017

- TBD

2018

- Oracle Maintenance agreement renewal

2019

- Next PeopleSoft upgrade



PeopleSoft 9.2 Upgrade Project

From the Project Plan, here are roles and responsibilities:

Project Manager

- Develop and approve Project Requirements, Standards and Controls.
- Develop and maintain the detailed Project Work Plans that define the tasks to be performed, resource responsible for each task, and major milestones.
- Oversee/Resolve resource scheduling, logistical, and contractual issues.
- Update the project team as to the overall status of the project.
- Manage Scope, Resources, Communication, Quality, Project Change and Issue and Risk.
- Ensure work products and deliverables meet agreed upon standards and submission deadlines.
- Approve all deliverables.
- Ensure completion of open action items.
- Provide timely decision making.
- Resolve issues, decision requests and change requests.
- Monitor actual progress versus planned progress and take actions to resolve any significant gaps.
- Ensure project knowledge base/documentation is maintained.
- Ensure availability and participation of appropriate staff.
- Prepare technical design specifications
- Develop data conversion programs, online modifications, reports, interfaces, and processes as required.
- Provide knowledge transfer regarding PeopleSoft functionality and technical requirements to Broome County project team.
- Provide support to the project technical team as required.

Functional Consultant

- Prepare and lead Fit/Gap sessions as assigned by the Project Manager.
- Facilitate further discussions generated by Fit/Gap sessions.
- Prepare functional design specifications.
- Provide configuration, testing, documentation, and training services.
- Provide knowledge transfer regarding PeopleSoft functionality to Broome County project team.
- Assist the Project and Functional Leads to identify and coordinate work dependencies.
- Provide “Best Practices” information throughout the project. Provide support to the project team as required.



PeopleSoft 9.2 Upgrade Project

From the Project Plan, here are the roles and responsibilities:

IT

- Design and implement new hardware environment for Financials and Oracle Databases
- Design and implement a backup and high availability strategy
- Prepare technical design specifications
- Develop data conversion programs, online modifications, reports, interfaces, and processes as required
- Implement and maintain the system architecture by:
 - Providing Database Administration support and expertise
 - Providing Network Administration support and expertise
 - Providing Application support and expertise
 - Troubleshoot problems and resolve technical issues

In addition to: Supporting other major County Systems

New World (Police, Jail, Ambulance, Fire and 911 system)

- Major upgrade in progress

OnBase (Electronic Document Management System)

- IT has a major role in expanding the use of onBase County Wide

Email

- eDiscovery / email archiving project
- Bringing other municipalities onto our email system

Daily support for department systems such as

- Mental Health(Accumedic)
- Health Department(Netsolutions)
- WPNH(Kronos, Keane, CareTracker)
- Transit(Trapeze)
- etc.



PeopleSoft 9.2 Upgrade Project

PS Admin

- Build, configure, debug, and support PeopleSoft applications in a multi-instance hosting environment
- Provide expert troubleshooting for isolating technical problems in the PeopleSoft Internet Architecture (PIA), including Oracle databases, tuxedo application servers on Unix, process schedulers on Linux, Unix and NT.
- Analyze issues with Process Schedulers, Application Servers, Application Messaging, and Web Servers
- Debug and optimize SQL statements within Query, COBOL, and Application Engine
- Have in-depth knowledge of PeopleSoft Internet Architecture security components
- Work in multiple versions of PeopleSoft and PeopleTools including 8.49 to current release
- Work with Infrastructure team members (Network, NT, and Unix Administrators) to build and deliver services in a stable and secure multi-instance hosting environment
- Assist with capacity planning, disaster recovery, and load balancing activities in the hosting environment
- Work on all phases of a project: development, testing, production support, etc.
- Rapidly resolve issues in order to adhere to Service Level Agreements
- Provide quality formal and informal documentation consistent with industry standards



PeopleSoft 9.2 Upgrade Project

Current PeopleSoft Status Meetings

- Weekly Checkpoint with Management, Consultant and IT team
- Bi-monthly meeting with extended BC team (Consultant, Finance, Audit and IT)
- Quarterly Steering Committee Meeting (Consultant, BC Management and IT)

Additional updates

- Detailed review with legislature (schedule TBD)
- Monthly email status (dashboard on status / highlights)



PeopleSoft 9.2 Upgrade Project

Overview

The purpose of upgrading Broome County PeopleSoft **Human Capital Management (HCM)** system is to maintain Oracle's highest level of support, increase the productivity, remove customizations where possible and lower the total Cost of Ownership. As part of the upgrade process, Broome County can reduce costs by streamlining processes, adopting best practices, and consolidate systems.

Why are we upgrading to version 9.2?

- **Upgrading will maintain Oracle's highest level of support** - In June 2015, Extended Support will end for all PeopleSoft 9.0 customers and the service level enters Oracle Sustaining Support that does not include any Tax or Regulatory Updates to the system. Further, Oracle will no longer provide application updates, fixes, security alerts, data fixes or critical patch updates.
- **Reduced customizations will make the system easier to use and support**
- **Simplify System Maintenance** - The new PeopleSoft Update Manager helps minimize costs and disruptions associated with applying maintenance and maximize the impact of desired updates.
- **Implement New Features and Functions** - Upgrade HR to 9.2 will allow the County to take advantage of the major system enhancements such as WorkCenters, Dashboards and Global Search functionality. Oracle/PeopleSoft invests millions of dollars, on an annual basis, to enhance the functionality of their products. By staying current with PeopleSoft releases, the County is leveraging their technology investment and lowering their TCO. The lowering of the TCO is achieved by the increased functionality and enhancements, access to current support and more robust upgrade tools to ensure the system is compliant with the constantly changing regulatory environment.
- **Attain a stable platform for the next 5 years.**



PeopleSoft 9.2 Upgrade Project

Overview

PeopleSoft Cash Management is at the heart of Oracle's PeopleSoft Treasury suite and is part of a complete solution for addressing the critical planning, processing, and reporting requirements by integrating with Accounts Payable, Accounts Receivable and the General Ledger modules. Implementing PeopleSoft Treasury/Cash Management will enable Broome County to monitor and forecast cash requirements, perform automated bank reconciliations, secure wire transfers, and automatically generate accounting entries. The Account Receivable/Cash Drawer module will allow Broome County to process property tax payments within PeopleSoft. The County will then be able to ingrate the Accounts Receivable/Cash Drawer payments with the Treasury/Cash Management module for revenue forecasting. Implementing the Account Receivable/Cash Drawer eliminates the need for the AS400- Cash Receipts system.

Why are we implementing Treasury/Cash Management and Accounts Receivables/Cash Drawer?

- Streamlines or eliminates inefficient manual processes
- Integrates and increases control of budgeting, planning and financial management processes
- Gains visibility into Real-Time Cash Positioning and Forecasting
- Accurately forecast long-term cash requirements by integrating directly with other PeopleSoft modules
- Eliminates stand-alone AS400-Cash Receipts system
- Increased efficiency performing cash management from a centralized location
- Increased productivity with a single interface for electronic banking
- Ensure adequate control and accounting of cash management processes
- Reduce manual entry errors by automatically downloading bank statements

Potential Savings

- Elimination of AS400
- Manual Reconciliation