Dodge County, State of Wisconsin
Information Technology
Wednesday, August 19, 2015

Minutes of the Wednesday, August 19, 2015 Information Technology meeting held in the Dodge County Administration Building, in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:15 PM.

Members Present: Maly, Houchin, M. Bobholz, Duchac

Members Excused: J. Bobholz

Also Present: Ruth M. Otto, Director of Information Technology

Meeting called to order at 5:45 PM by Supervisor Maly.

Supervisor Maly acknowledges that sufficient members of the Information Technology Committee are present and therefore there is quorum at start of meeting.

Supervisor Maly confirms compliance with open meetings law following brief posting report by IT Director.

Motion by M. Bobholz, seconded by Duchac, to approve Information Technology Committee agenda as presented and to grant permission for IT Committee Chair to deviate from agenda as needed. Motion carried.

No Committee Member reports.

Motion by M. Bobholz, seconded by Maly to approve minutes from Wednesday, July 22, 2015 of the Information Technology Committee meeting. Motion carried. Duchac abstained,

Otto reviewed the first six months of the Information Technology budget. As of July, the budget is $144,681.94 under budget. Discussion on the expense of payphones was had. It costs the County approximately $800 each month for payphones in the Courthouse and Detention Facility but the 3 phones only bring in an average of $5.50 each month for revenue. The question was is it required to provide payphones for these facilities as it is not required for general public buildings. Otto will contact both the Sheriff's Office and the Courts to find out what are the requirements. If they are not required the committee suggested the phones be removed to save on the cost.

Discussion on asking departments to present to the committee their technology changes for the next 3 years. Otto explained that this process is part of her responsibility and has started and will continue. It is clear that the IT Committee would like to see a 3 to 5 year technology plan for the County so the County can best plan for what is coming in the future. Houchin sponsored this discussion and felt it was very important that the County be less reactionary and more proactive

and working on a plan. Otto assured the committee a plan is being worked on and will be shared in the near future.

Under the IT Director's report the following were summarized and reviewed:

- New World – The Service Pack which is supposed to rectify the remaining issues will be installed on 9/15/15. The experienced technician Floyd will be on site to complete the install. A discussion occurred with New World on next steps on the data conversion issues identified in a report from their data specialist visit earlier this summer. New World is stating the amount of hours to complete are about 250 hours and their feeling is some of the issues are theirs to handle but there is some that are the County's. No details at this point on the costs or when this will happen as New World is stating they have no resources available at this time,
- Kronos project – Telestaff has some large outstanding issues. The 30 day report and the 171 hour report are issues but the largest is the accruals. The message to Kronos is they need to get these fixed by the end of September or move the Sheriff's Office to Advanced Scheduler. Activities for the Facilities Department is in testing. The remaining modules yet to install – Talent Acquisition and Performance and Compensation – will be worked on starting in October,
- RFP updates – the Sheriff's RFP is complete. Site visits and customer contacts confirmed the best choice is Spillman. Financial RFP has been reduced to top 3 candidates and demos are scheduled for the week of September 31st.
- LIMS project – Go live is scheduled for September 8th
- Jail/Justice Facility Secured Electronics project – Proposed options for the project is doing it in two phases depending upon the bids. It is expected to about 2 to 3 million dollars. Bids are due on 9/18/15.
- Highway shops – the Highway is proposing building 1-2 buildings for 2016. These buildings will be equipped with card access, cameras and network/internet.
- COOP – the plan is being finalized and the proposed expenses are being put into budget. A cloud solution for DR will be subscribed to so the County can connect anywhere when required.
- 1st stage of the IT Budget – a copy of the preliminary budget for the IT Department was presented to the committee. The group discussed the capital projects proposed and the need to keep the budget as is to ensure the department is making progress on the hardware/software in budget versus waiting until it is an issue out of budget. It was also discussed moving the Financial Suite (ERP) system replacement to the Finance Department Budget,

Suggested next committee meeting date: Tuesday, September 29th at 5:45 PM in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak St. Juneau, Wisconsin.

Meeting adjourned by Chair Donna Maly at 7:06 PM.

James Houchin, Secretary

9/29/15
Date