

**Dodge County, State of Wisconsin**  
**Information Technology**  
**Tuesday, April 18, 2017**

Minutes of the April 18, 2017 Information Technology meeting held in the Dodge County Administration Building, in Rooms 1H and 1I, 1st floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 7:30 AM.

Members Present: Maly, Duchac, Bartsch, M. Bobholz, J. Bobholz

Members Excused: None

Also Present: Ruth M. Otto, Director of Information Technology; James Mielke, County Administrator; Larry Bischoff, Chairman of Health Facilities Committee; Thomas Schaeffer, Health Facilities Committee; Dan Hilbert, Health Facilities Committee; Lisa Derr, Health Facilities Committee; Jane Hooper, Clearview Administrator; Bill Wiley, Clearview Finance Director; Ann Schulz, Director of Nursing; Erin Blank, Assistant Director of Nursing; Heather Hearley, Dietary Manager; Kevin Nakielski, Database Administrator; Julie Kolp, Finance Director; Kim Nass, Corporation Counsel.

This was a joint meeting between Information Technology and Health Facilities Committees.

Meeting called to order at 7:30 AM by Supervisor Maly.

Supervisor Maly acknowledges that sufficient members of the Information Technology Committee are present and therefore there is a 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 Public Comments

No Committee Member reports

Motion by Duchac, seconded by Bartsch to approve minutes from March 9, 2017 of the Information Technology Committee meeting. Motion carried.

Motion by M. Bobholz, seconded by Bartsch to approve per diem for PMO and Steering Committee meetings for the month of March and early April. Motion carried. Maly abstained.

Supervisor Bischoff acknowledges that sufficient members of the Health Facilities Committee are present and therefore there is a quorum at start of the meeting.

Supervisor Bischoff confirms compliance with open meetings law following brief posting report by Clearview Administrator.

Kevin Nakielski, Ann Schulz, Erin Blank and Heather Hearley presented to the committees the process of the RFP, responses and choice of vendor for the new application to support Clearview operations for handling their clinical and financial needs. The choice is MatrixCare, a Software as a Service (SAAS) under a subscription basis. Jane Hooper and Bill Wiley joined the group in confirming the move to this new software would not only better support the operations of today but future. Further discussion was the platform of the product. The County has never moved to a subscription and there are certainly some concerns. Jane and Kim Nass shared the plan to move forward with a risk assessment of MatrixCare to ensure it is documented, a recommendation of Reinhart, a legal group used by Clearview. Kim Nass also suggested time to complete the vetting of the contract and term & conditions.

A motion was made by J. Bobholz, seconded by M. Bobholz to tentatively award a contract for professional services and subscription based software to MatrixCare for Clearview's clinical / billing transactions and records, subject to a satisfactory risk assessment of the software / data storage and mutually agreeable contract terms and conditions. Motion carried with both committees.

Health Facilities Committee was dismissed.

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

- ERP Project – decision on creating a business rules document and add to the charter. This will facilitate situations where an outside application could handle similar processes as the ERP. The process was followed for the Parks reservation solution and client banking for Clearview. Continued work on procurement policy as well as other policies for financial areas.
- NetSmart – It has become evident that more work was required than anticipated when we went live. Monica Hooper has joined the team and is working with the Fiscal department in resolving billing issues. It was decided to move the NetSmart resource onsite visit to May 1<sup>st</sup> so a knowledgeable resource is here (Philip) versus someone who has no understanding of Dodge. The team is working closely with NetSmart to keep moving forward until the site visit.
- Secured Electronics – an issue was uncovered with cameras being jittery. IT is working to determine what could be the cause of the issue.
- Spillman – the project kicked off. Training had started and clients have been installed on systems in the SO.

Action was taken on the following:

- Cisco Smartnet maintenance for \$117,205.62 for a 2017 budget item.
- Cisco Smartnet maintenance for \$23,000 for a 2017 budget item.

Motion was made by Bartsch, seconded by M. Bobholz to approve the payment of all action items above. Motion carried.

Suggested next committee meeting date: Wednesday, May 10th at 6:00 PM in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak St. Juneau, Wisconsin.

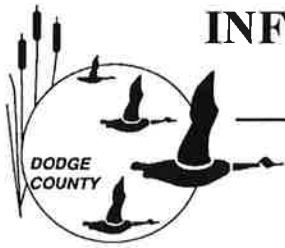
Meeting adjourned by Supervisor Maly at 8:50AM.

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Janice Bobholz, Secretary

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Date



# INFORMATION TECHNOLOGY DEPARTMENT

Ruth M. Otto, Director

127 East Oak Street, Juneau, WI 53039 • (920) 383 – 3940

## MEMORANDUM

Date: May 5, 2017

To: Information Technology Committee

From: Ruth M. Otto

Re: Request to Attend the InfoComm Conference June 10-16, 2017

### **2017 InfoComm Conference June 10-16, 2017**

7 nights / 7 days

#### **Costs:**

Conference and certification	\$1800
Hotel	\$ 700
Air Fare	\$ 300
Shuttle	<u>\$ 40</u>

Total Costs \$2840  
Attending – Ian Dodge

#### Reasons for attending:

- This conference provides training and testing/certification for the systems that support our courts, Sheriff's Office / Detention Facility, Clearview and all of the County facilities.
- There are over 90 technical training sessions covering a range of environments – proximity cards, CCTV, teleconference, sound, and combined environments.
- Access to Engineers to help with some of our challenges and hands-on labs
- Training and testing for CTS certification

These costs are included in the 2017 budget.

# SYSTEM REVIEW ■ MAY 2017

## PREMISYS

- Premisys is a SQL server application that serves the entire county.
- This is the security card system that handles door control for all of the buildings of the County.
- This system handles not only the access to buildings and rooms of buildings but it also handles alarming of doors if areas are left ajar and notification and alarms and sent to appropriate staff to inform them that secured areas are insecure.
- This system handles the automatic locking and unlocking of buildings based on a schedule.
- This system provides extensive logging, showing who entered into what door at what time.

## EXACQVISION

- Exacqvision is a SQL server application that serves the entire county.
- This is the Video Management System (VMS) that facilitates the management of all security cameras for the County, including the Dodge County Detention Facility.
- This system handles how the cameras are recording (quality, speed, motion activation or not), date/time stamped, and retention policies.
- This system is used to actively watch cameras and research issues after the fact.
- This system is interfaced with the Secured Electronics system at the Detention Facility and Courthouse.