

**Dodge County, State of Wisconsin
Information Technology
Monday, June 12, 2017**

Minutes of the May 10, 2017 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 6:00 PM.

Members Present: Maly, Duchac, Bartsch

Members Excused: J. Bobholz, M. Bobholz

Also Present: Ruth M. Otto, Director of Information Technology; Julie Kolp, Finance Director; Sarah Hinze; Jane Hooper; James Mielke, County Administrator.

Meeting called to order at 6:00 PM 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 Duchac, seconded by Bartsch, 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 May 10, 2017 of the Information Technology Committee meeting. Motion carried.

Motion by Duchac, seconded by Bartsch to approve per diem for ICC meeting on May 15, Steering Committee meeting on June 6 and PMO meeting on June 7. Motion carried.

Discussion was brief on Resolution 17-19 for Clinical and Billing software subscription for Clearview. Motion by Duchac, seconded by Bartsch to approve the resolution. Motion carried.

The committee discussed the role of the Kronos Governance committee. The committee felt its role is to provide consensus support when it comes to changes or additions to the system.

Otto brought up some highlights of the proposed 2018 budget. One item is Varonis, an application that would fulfill one of requirements of HIPAA that is currently red flagged in the

recent HIPAA Security Assessment in 2016. This product would provide the ability to know where all of the ePHI data is outside of systems, such as in Word or Excel documents. From there the system logs who is accessing this data, moving it or even removing it. It can provide security to ensure certain data is not viewable by others while fully viewable by another group. At this time, there is no means for the county to know where ePHI is located on its file servers and external media devices. Another item is the need for Edge Switches for the network. The replacement of these has been postponed for several years and we are in a position where there are beginning to fail. The third item is a new position. It has been evaluated and determined there is a need to add a dedicated HRIS/Payroll administrator.

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

- ERP Project – Working on financial policies, creating the budget for the project, Tyler performed a work order demo, discussed banking and possible need to change banks to allow for more capabilities (positive pay as example), and combining of payrolls – now or later.
- NetSmart – The issues are close to being resolved. The connection with the hospital is still not working and the need to re-engineer the file for the GL is in the works as well as some billing issues with CCS.
- Kronos – Getting training for members of the Core Team so they can be ready for the walk throughs of each product. Kronos is currently working on the upgrade in the new environment and intend to have a hand off for testing early July.
- Spillman – all is moving forward as planned. Getting ready for the mock go live in the end of June.
- Shared the review of two systems – FileDirector and TriMin. FileDirector is the County's document management system. TriMin is the systems used by the Register of Deeds to handle the registration of documents, the viewing of documents and the facilitating of copies of documents.
- Reviewed the latest Help Desk report

Suggested next committee meeting date: Monday, July 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 7:35 PM.

Janice Bobholz, Secretary

Date

3 **AUTHORIZATION TO ACQUIRE ERP SYSTEM AND**
4 **RELATED SERVICES AND PRODUCTS**

5
6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
7 MEMBERS,
8

9 **WHEREAS**, in 2016, Dodge County undertook a study of its financial systems and determined the
10 need to acquire and implement a new Enterprise Resource Planning (ERP) system (also known as a
11 financial software package); and,
12

13 **WHEREAS**, an ERP system is an essential replacement to an aging system to analyze and
14 improve the way Dodge County manages its financial information; and,
15

16 **WHEREAS**, an ERP system will improve business practices, provide strong internal
17 controls, and automate workflow to facilitate the day-to-day management of Dodge County
18 operations and streamline county department financial practices and processes; and,
19

20 **WHEREAS**, in order to thoroughly evaluate available systems and the financial system needs
21 of Dodge County, the Dodge County Board of Supervisors authorized contracting with Government
22 Finance Officers Association (GFOA) to provide consulting services for this significant endeavor;
23 and,
24

25 **WHEREAS**, with the assistance of GFOA, the Project Management Office (PMO) Group,
26 consisting of the County Administrator, Finance Director, Information Technology Director and the
27 Second Vice Chair of the County Board of Supervisors, has determined that the acquisition of an
28 ERP System will require several different components to create a comprehensive system to serve the
29 needs of Dodge County for many years to come; and,
30

31 **WHEREAS**, Tyler/Munis has been selected as the vendor of the ERP system; and,
32

33 **WHEREAS**, in addition to the acquisition of the Tyler/Munis products, other hardware, software,
34 training, system interfaces and consulting services are required to create a comprehensive ERP system;
35 and,
36

37 **WHEREAS**, the project cost itemization as set forth on Exhibit "A" attached hereto, and
38 incorporated herein, generally describes the products, consulting services, hardware, software, interfaces,
39 and training ("proposal") to be acquired to make this ERP system a success; and,
40

41 **WHEREAS**, the project cost itemization contains a contingency fund of \$275,000 to address any
42 unforeseen circumstances that may arise during the implementation of a project of this significance; and,
43

44 **WHEREAS**, a portion of the project costs reflected on Exhibit "A" have existing funding
45 sources, leaving the remaining balance of \$944,680 to be funded; and,
46

47 **WHEREAS**, the PMO Group has recommended the proposal and the project cost itemization to
48 the Finance Committee and the Information Technology Committee; and,
49

1 **WHEREAS**, at a meeting of the Dodge County Information Technology Committee that was
2 held on July 10, 2017, the Information Technology Committee reviewed and studied the proposal and
3 the Information Technology Committee has formed the considered conclusion that it is in the best
4 interests of Dodge County to approve and accept the proposal;

5
6 **WHEREAS**, at a meeting of the Dodge County Finance Committee that was held on July 11,
7 2017, the Finance Committee reviewed and studied the proposal, and the Finance Committee has
8 formed the considered conclusion that it is in the best interests of Dodge County to approve and
9 accept the proposal; and,

10
11 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
12 hereby:

- 13
14 1. Authorizes and directs the Chairman of the Dodge County Board of Supervisors, the
15 Dodge County Clerk, and the Dodge County Corporation Counsel to execute those
16 documents that are necessary to acquire the Tyler/Munis software and related services
17 upon receipt of agreements and contracts with terms and conditions acceptable to Dodge
18 County; and,
19
20 2. Authorizes the Information Technology Director to acquire the necessary hardware to support
21 the ERP system; and,
22

23 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors approves and
24 adopts the Project Budget attached hereto and incorporated herein as Exhibit "A"; and,
25

26 **BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby funds the
27 proposal of 2017 unallocated sales tax revenues in the amount of \$944,680 attached hereto and
28 incorporated herein as Exhibit "B".

 All of which is respectfully submitted this 18th day of July, 2017.

The Dodge County Finance Committee:

David Frohling

Thomas J. Schaefer

Ed Benter

Richard W. Fink

David Guckenberger

Dodge County Information Technology Committee:

Donna Maly

Mary J. Bobholz

Jeffry Duchac

Janice K. Bobholz

Jeremy Bartsch

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2017 Budget? A Portion

Fiscal Impact on the adopted 2017 Budget:
\$944,680

Fiscal Impact reviewed by the Dodge County Finance Committee on **July 11, 2017.**

David Frohling, Chairman
Dodge County Finance Committee

Vote Required: Majority of Members present.

Resolution Summary: A resolution authorizing the acquisition of an ERP system and related services and products.

Enterprise Resource Planning Project Cost Itemization

July 18, 2017

Owner's Cost Itemization

• GFOA Contract with amendments.....	\$ 308,125
• Tyler/Munis Contract.....	\$ 1,061,700
• Kronos Reconfiguration (Interface with Tyler/Munis).....	\$ 101,880
• Hardware/Software/Interfaces.....	\$ 48,000
• Project Assistant (2 year term effective July 5, 2016).....	\$ 113,100
• Training and Consulting	\$ 200,000
• Contingency for Project Related Unforeseens.....	<u>\$ 275,000</u>
Total Project Cost.....	\$ 2,107,805

Project Funding Prior To July 18, 2017

• <u>March 24, 2016</u> , the Dodge County Board of Supervisors adopted Resolution No. <u>15-97</u> authorizing funding for GFOA contract.....	\$ 296,125
• <u>May 17, 2016</u> , the Dodge County Board of Supervisors adopted Resolution No. <u>16-12</u> authorizing the 2017 budget partial funding for the Project Assistant.....	\$ 70,000
• <u>October 18, 2016</u> , the Dodge County Board of Supervisors adopted Resolution No. <u>16-59</u> authorizing additional funding for GFOA contract amendment.....	\$ 12,000
• <u>November 15, 2016</u> , the Dodge County Board of Supervisors adopted Resolution No. <u>16-63</u> authorizing the 2017 budget partial funding for the Tyler Technologies (ERP-Munis Software).....	<u>\$ 785,000</u>
Total Project Funding Authorized to Date.....	\$1,163,125
Project Funding Authorized By This Resolution.....	<u>\$ 944,680</u>

Information Technology Committee Meeting

July 10, 2017

Committee Consideration of the following Action Items:

- 1) Recommended by Ruth M. Otto to approve maintenance cost for fiber poles for \$410.72.
This is a 2017 budget item #27 \$400 from BU 1811.5227.
- 2) Recommended by Ruth M. Otto to approve Cisco OpenDNS Subscription for \$16,595.
This is a 2017 budget item #57 \$16,661 from BU 1811.5249.