

**Dodge County, State of Wisconsin
Information Technology
Monday, August 7, 2017**

Minutes of the July 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, M. Bobholz, J. Bobholz

Members Excused: None

Also Present: Ruth M. Otto, Director of Information Technology; Julie Kolp, Finance Director; Karen Gibson, County Clerk.

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 J. Bobholz, seconded by M. Bobholz, 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

Committee Member Report – Donna Maly shared her attendance of a WCA meeting on the subject of NextGen. An RFP is being put together to hire a solution for the State to install NextGen. Inventory of the departments throughout the State has not been completed yet as well as staff needs.

Motion by Duchac, seconded by M. Bobholz to approve minutes from July 10, 2017 of the Information Technology Committee meeting. Motion carried. J. Bobholz abstained.

Motion by Bartsch, seconded by Duchac to approve per diem for PMO meetings on July 12, July 19 and July 25 and Steering Committee meeting on August 1, 2017. Motion carried. Maly abstained.

Discussion on the Resolution for HRIS / Payroll Systems Administrator position was had. J. Bobholz expressed her concerns on the position, its needs and why it was not brought before the Finance Director prior to bringing to the committee. It was explained the position is a technical position in IT and is not required to be approved by finance. It was also explained the amount of work being handled by one of the current DBAs, Erin Roberts, and 80% of her time is spent on

Kronos leaving 20% of her time to handle the other systems of the County. Otto did comment that this position is not in the 2018 budget but is looking for approval of the position for the future. J. Bobholz questioned why the position could not wait until next year. Maly stated it can only be approved in August each year and its unknown what may happen between now and August. Motion by M. Bobholz, seconded by Duchac to approve the resolution. J. Bobholz voted no, Bartsch abstained. Motion carried.

Discussion on the Resolution for SAN purchase was had. Otto explained the SAN is being purchased to fulfill three needs – Sheriff Office Body Cameras, ERP and overall storage for the County. All is budgeted. Motion by M. Bobholz, seconded by Bartsch to approve the resolution. Motion carried.

Karen Gibson spoke to the committee on the election equipment intended for purchase. Current equipment was purchased in 2000 with no parts available. Both vendors provided a demo and all municipalities were invited and about half attended. ES&S is the vendor of choice. The County will pay \$6200 towards each municipality and they will pay the balance. Karen has a signed agreement from all of the municipalities. If a contract can be signed and equipment can be delivered by end of September, the County can look at free maintenance through 2019. Karen is working to make that happen. The pickup of the old equipment is also being work out with the IT Department.

Combining of the payrolls was discussed. Julie Kolp and Otto shared with the committee the move to eventually one payroll. There are four payrolls at this time and Julie Kolp is putting together a White Paper on the direction of the County for which payroll cycle to move to. Employees will be notified of the change and this change will not put anyone in the position of not getting a paycheck but rather a temporary adjustment moving from one cycle to the other. No decision has been made yet on what payroll cycle the County will move to.

Policy change for security access for non-employees was discussed. Otto talked about how the current policies in place are specifically directed at employees only but there are many non-employees who require security for the County such as vendors, volunteers, interns, contracted employees. This security can everything from a system to doors and computers. The committee agreed to have Otto present a draft of a policy to consider at a future meeting.

Otto presented a copy of the proposed 2018 budget for Information Technology. The budget as presented retains the same amount, as is the 2017 budget, even with the increase of salaries and benefits being proposed for 2018. The IT department worked hard to reduce where it could and present only what had to be completed due to issues, such as replacement of network switches that are experiencing failures.

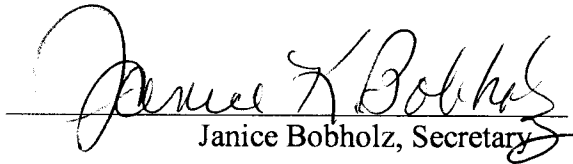
Under the IT Director's report the following were summarized and reviewed:

- ERP Project – Areas of discussion included the changes to the charter to include standardization and the business case, the evaluation of the county credit card processors, the importance of SME, the status of the Tyler contract, the Purchasing Agent, the engagement with RA Smith for GIS and the Banking Services RFP.

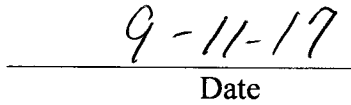
- NetSmart – Open billing issues with CCS, Private Pay, billing under a supervisor, and Crisis rendering provider missing. There are incomplete receipts, JDE export for the GL is an open issue and PPS report is making progress.
- Kronos – Version 8 testing is moving forward.
- Reviewed the latest Help Desk report.

Suggested next committee meeting date: Monday, September 11, 2017 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 7:58 PM.



Janice Bobholz, Secretary



Date