

**Dodge County, State of Wisconsin
Information Technology
Monday, September 11, 2017**

Minutes of the September 11, 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: James Mielke, County Administrator, Ruth M. Otto, Director of Information Technology; Julie Kolp, Finance Director; Sarah Hinze, Human Resources 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 M. Bobholz, 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 M. Bobholz, seconded by Duchac to approve minutes from August 7, 2017 of the Information Technology Committee meeting. Motion carried.

Motion by M. Bobholz, seconded by Bartsch to approve per diem for PMO meetings on August 14, August 28, August 29, September 6, Meeting conference call with Tyler on August 31 and September 6, GIS Demo on August 31 and Steering Committee meeting on September 5, 2017. Motion carried. Maly abstained.

Consider, discuss, and take action on Resolution to fund Election Voting Equipment for County Clerk. County Clerk, Karen Gibson, began her report on the purchase of new election equipment and the resolution. She stated there is an \$8400 trade-in allowance if approved. She is unsure if they are taking the machines if they will still pay the \$8400. The recycler will take them for \$25.00. The County received a customer discount of around \$122,000. The county agreed to pay \$6200 per machine and the municipalities will pay the remainder (sales tax money is budgeted for this use). Received two vendors, ES&S and Dominion. A demo was given of both

machines. One is a touch screen, handicapped accessible and has wireless technology. The ballot is half the size and voters can touch who they want to vote for and it goes in the system with one set of results. Motion by Duchac, Seconded by M. Bobholz. Motion carried.

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

- ERP Project: Kolp provided an update on the project. The hottest topic is where the contract is at and currently there is not an answer. Has been working with GFOA and Tyler; wordsmithing is completed and now settling on pricing but has not heard anything to date. Maly wondered if maintenance assessment (warranty) has been discussed and due to a lot going on, it has not. Otto discussed moving forward with RA Smith and engaging them to assist with creating a GIS plan. Part of the ERP system works with the GIS database to support financial requirements of GASB. RA Smith will have to interview departments to understand the anticipations for GIS in the future. The kick off starts tomorrow with the departments and what they envision for GIS in the future. Maly was impressed with GIS and the readiness to move forward is good news. Otto will send back a report once they hear back from departments and their requirements to determine moving forward.

Otto discussed Banking Services RFP and responses came back Tuesday after Labor Day. Received two responses: Associated Bank and US Bank. The evaluation team includes: Kolp, Hilker, Kottke, Otto, and Nass. The team will be reviewing responses and will bring in the selected bank to do interviews. Maly was surprised there were only two responses and Otto agreed. Landmark, our current institution, did not respond because they are unable to provide positive pay.

Kolp mentioned a road trip to Winnebago has been brought up and GFOA reminds us we need to manage expectations based on the county needs. Field and Kolp met and had a good conversation and wants to discuss with the PMO group and put back on the table to do the road trip. They use CHEMS for their highway system and duplicate entry into Tyler. Mielke stated Winnebago is enthusiastic regarding their system and would help peers from other counties. Current challenge, department heads are having a hard time getting their arms around the ERP project and thinks a road trip would be beneficial to go to the next level. As the project director, Kolp, would like to get everyone's feedback to make a collaborative decision and what is best for the county as a whole. There are departments that may require additional tasks. Winnebago County confirmed departments are going to see efficiencies. Will need to go back to department heads and discuss decision making. Had a discussion on SMEs (Subject Matter Experts) and decision making and already seems to have friction. Maly spoke about GASB factors and what comes with GASB is a requirement by the Federal Government and they enforce a part of operations to conform to guidelines. GASB calls for internal controls and that is what we're lacking. We will lose out on a significant amount of funding and can be impactful year after year. There is a reason for having data in one place, making a change is much faster than having different satellite systems. This is an avenue to take a look at. Mentioned using a model such as a camper. Universal grant guidance are putting on guidance controls with so many more requirements, need to have data in one location. Kolp's goals and objectives of the ERP business case study is to analyze to make a

decision if it should be duplicated or not. Feels it is an impediment to their operations. Looking at the charter and the steering committee wants to incorporate edits into the charter. The combining of payrolls is temporarily on hold but plans to revisit next month. No contract is signed; therefore, there is not a schedule or timeline at this point.

- Netsmart: Otto discussed recap of last week and the financial open items. CCS claims denial issue is more of an invalid diagnosis code. In regards to the crisis claims denial issue, Monica reported the file has been resent. ZirMed claims denials was a country code that was invalid. Questioned if someone was here from Netsmart. Otto responded, Kyle Grove, Philip's boss, knows Wisconsin and financials and is disappointed in some things that Philip did. Things are moving forward and making progress. Have been working remotely and available to us. The self-pay customization is a big one and was determined we need a customization to the Netsmart system in order to accommodate the ability to pay group. The system was showing too high or too low and needs to be either the amount to pay or less, not more. Good news is the top two developers (Boris and Ron) are involved. They have guaranteed by September 22nd to complete customization at no charge. The other counties using Netsmart need this as well. The negative news in regards to customization is an export for JD Edwards is required due to the report from the system is very detailed and we need a summary. The custom file will not be able to get started until the middle of November and completed the middle of December. Future discussion with Finance to post into JD Edwards perhaps doing something manually until it can be automated. Maly questioned the price for an export file but cost is unknown at this time. Kolp is concerned that the HS Department has been audited for two years and would like to avoid a third time and is trying to work hard to avoid this. Update on the State PPS report: A. Schultz is working with Netsmart dealing with some errors but progress is there and once the month's closed they will be ready with PPS. Ordered another product which allows them to electronically handle controlled substances and should be implemented later this month. A fob provided to doctors only to send prescriptions to the pharmacy.
- Kronos: Has reached the end of the testing period and has gone well. Currently working out details on performance and they are getting close, S. Hinze agrees. Getting ready for go live. Need to work on the communication plan since there is a black out period prior to the version 8 upgrade, which can be down up to 3 days to bring everything over from test to production. Clocks will still continue to maintain information (Facilities and Clearview will be ok). S. Hinze is putting together a worksheet to fill in the time for computer users and managers will have to put into the Kronos system when ready for go live. Everything is moving forward and do not see any problems going live in October.
- Matrix Care: New project for the Clearview system is a lot of hustle and bustle. Kevin is working on the Clearview project plan, timeline, and is in the heat of getting configuration going. The project timeline is to be completed by mid-December and do not anticipate any issues. Clearview team is all on board.
- Help Desk Report: Otto stated there are some tickets open longer than she likes. Would like to wrap up report on an item that was discussed last month and to provide clarity in regards to the Spillman project. Erin Roberts is assigned to the project and continues to

be on the project. If she is absent she will be asking another member of the department to attend in her place. There was question whether she was involved or not involved and Otto wanted to provide clarity. J. Bobholz wanted to confirm she was doing everything she needed to be.

Suggested next committee meeting date: Wednesday, October 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 6:40 PM.

Janice Bobholz, Secretary

Date

**Transfer Funds from 2017 Information Technology Department Budget to
Various 2017 Department Budgets**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS:

WHEREAS, the Dodge County Information Technology Department (IT Department), with oversight by the Dodge County Information Technology Committee, has the primary responsibility for evaluating the technology needs of Dodge County’s departments and implementing same; and,

WHEREAS, the IT Department has determined that it is in the best interest of Dodge County to maintain Kronos by acquiring software licenses, support, equipment, and educational services (“Kronos Maintenance”) for various County Departments; and,

WHEREAS, in 2017, the IT Department budgeted for the Kronos Maintenance for Clearview, the Dodge County Highway Department, the Dodge County Sheriff’s Office, the Dodge County Jail, and the Dodge County Human Services and Health Department (“Departments”) in the amount of \$50,740; and,

WHEREAS, the U.S. Office of Management and Budget (OMB) recently issued rules pertaining to comprehensive grant reform which, as interpreted, define the purchase of software licenses and related services and equipment as a direct cost to the Departments; and,

WHEREAS, the Dodge County Finance Committee desires to adhere to the OMB rules; and,

WHEREAS, no funds have been budgeted in the 2017 Department Budgets to fund the Kronos Maintenance; and,

WHEREAS, the IT Committee and the Dodge County Finance Committee (“Committees”) have determined that it is necessary to proceed with a transfer of 2017 IT Department budgeted funds to various 2017 Department Budgets for the purchase of certain Kronos Maintenance; and,

WHEREAS, the Committees have formed the considered conclusion to recommend to the Dodge County Board of Supervisors that the Dodge County Board of Supervisors authorize and direct the transfer of funds in the amount of \$50,740 from Business Unit 1814, Enterprise Systems, Account No. .5249, Computer Maintenance, License, and Repair, to various Business Units and Accounts in the appropriate departments, as specified on the attached document entitled *Unbudgeted/Excess Revenue Appropriation Revenue and Expenditure Adjustment Form*, attached hereto and incorporated herein as Exhibit “A”; and,

WHEREAS, the Committees have determined that Clearview Kronos Maintenance, in the amount of \$25,829, should be transferred to Contingency Appropriation;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors, upon recommendation of the Committees, hereby authorizes and directs the transfer of funds in the amount of \$50,740 from Business Unit 1814, Enterprise Systems, Account No. .5249, Computer Maintenance, License, and Repair, to various Business Units and Accounts in the appropriate departments, as specified on the attached document entitled *Unbudgeted/Excess Revenue Appropriation Revenue and Expenditure Adjustment Form*, attached hereto and incorporated herein as Exhibit “A”; and,

1
2 **BE IT FINALLY RESOLVED**, that the Highway Department, the Sheriff's Office, the Dodge
3 County Jail, and the Human Services and Health Department shall be limited in its use of said transferred
4 funds for the purchase of certain Kronos Maintenance specified herein.

All of which is respectfully submitted this 14th day of November, 2017.

Dodge County Information Technology Committee:

Donna Maly

Jeremy Bartsch

Jeff Duchac

Janice Bobholz

Mary Bobholz

Dodge County Finance Committee:

David Frohling

Ed Benter

David Guckenberger

Richard Fink

Thomas J. Schaefer

Vote Required: Majority of Members present.

Resolution Summary: A resolution to transfer funds from 2017 Information Technology Department Budget to Various 2017 Department Budgets.



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
 Effective January 1st, 2016

Doc = BX
 Ledger = BA

Date: November 14, 2017

Department: Information Technology, Human Services and Health Department, Sheriff Office, Highway and Finance

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

Kronos Software licenses - Direct charge to Departments Kronos Inv# 11115829, date 10/28/16 - Posted in 2017

Resolution - Transfer Funds from 2017 Information Technology Department Budget to Various

2017 Department Budgets

Budget Adjustment				
Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1499	5922	.011	Operating Transfer-PH	AA 535
1499	5922	.012	Operating Transfer-Unified	AA 2,849
1499	5922	.013	Operating Transfer-SS	AA 3,435
1499	5922	.015	Operating Transfer-Nut	AA 1,011
4001	4921	.01	Operating Transfer	AA -535
4899	4921	01	Operating Transfer	AA -2,849
5099	4921	01	Operating Transfer	AA -3,435
5799	4921	01	Operating Transfer	AA -1,011
1499	5926	.013	Operating Transfer-Hwy	AA 4,468
3099	4921	.01	Operating Transfer-Hwy	AA -4,468
1499	5926	.013	Operating Transfer-Hwy	BA 4,468
3099	4921	.01	Operating Transfer-Hwy	BA -4,468
1499	5922	.011	Operating Transfer-PH	BA 535
1499	5922	.012	Operating Transfer-Unified	BA 2,849
1499	5922	.013	Operating Transfer-SS	BA 3,435
1499	5922	.015	Operating Transfer-Nut	BA 1,011
4001	4921	.01	Operating Transfer	BA -535
4899	4921	01	Operating Transfer	BA -2,849
5099	4921	01	Operating Transfer	BA -3,435
5799	4921	01	Operating Transfer	BA -1,011
1814	5249		Computer Maint, Lic. & Repair	BA -50,740
4001	5249		Computer Maint, Lic. & Repair	BA 347
4047	5249		Computer Maint, Lic. & Repair	BA 188
4801	5249		Computer Maint, Lic. & Repair	BA 497
4802	5249		Computer Maint, Lic. & Repair	BA 96
4804	5249		Computer Maint, Lic. & Repair	BA 144
4807	5249		Computer Maint, Lic. & Repair	BA 144
4808	5249		Computer Maint, Lic. & Repair	BA 393
4820	5249		Computer Maint, Lic. & Repair	BA 96
4840	5249		Computer Maint, Lic. & Repair	BA 336
4851	5249		Computer Maint, Lic. & Repair	BA 189
4852	5249		Computer Maint, Lic. & Repair	BA 310
4855	5249		Computer Maint, Lic. & Repair	BA 408
4881	5249		Computer Maint, Lic. & Repair	BA 236
5001	5249		Computer Maint, Lic. & Repair	BA 401
5002	5249		Computer Maint, Lic. & Repair	BA 649
5006	5249		Computer Maint, Lic. & Repair	BA 457
5035	5249		Computer Maint, Lic. & Repair	BA 597
5036	5249		Computer Maint, Lic. & Repair	BA 346
5055	5249		Computer Maint, Lic. & Repair	BA 864
5085	5249		Computer Maint, Lic. & Repair	BA 121
5086	5249		Computer Maint, Lic. & Repair	BA 380
5731	5249		Computer Maint, Lic. & Repair	BA 113
5732	5249		Computer Maint, Lic. & Repair	BA 518
2061	5249		Computer Maint, Lic. & Repair	BA 6,946
2062	5249		Computer Maint, Lic. & Repair	BA 56
2022	5249		Computer Maint, Lic. & Repair	BA 333
2036	5249		Computer Maint, Lic. & Repair	BA 56
2001	5249		Computer Maint, Lic. & Repair	BA 222
2021	5249		Computer Maint, Lic. & Repair	BA 2,333
2029	5249		Computer Maint, Lic. & Repair	BA 167
2031	5249		Computer Maint, Lic. & Repair	BA 778
2033	5249		Computer Maint, Lic. & Repair	BA 56
2051	5249		Computer Maint, Lic. & Repair	BA 222
2056	5249		Computer Maint, Lic. & Repair	BA 1,444
3111	5249		Computer Maint, Lic. & Repair	BA 4,468
1390	5931		General Contingency	BA 25,829

Exhibit "A"