

**Dodge County, State of Wisconsin
Information Technology
Monday, October 30, 2017**

Minutes of the October 30, 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, Julie Kolp Finance Director, Sarah Hinze Human Resource Director, Information Technology Staff Ian Dodge and Travis Nickels.

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.

Motion by M. Bobholz, seconded by J. 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

No Committee Member Reports

Motion by M. Bobholz, seconded by Duchac to approve minutes from September 11, 2017 of the Information Technology Committee meeting. Motion carried.

Motion by M. Bobholz, seconded by J. Bobholz to approve per diem for ERP Project Management Organization meetings and a Tyler-Munis Contract Negotiation meeting for Committee Chair Maly on the following dates: September 15, 27, and 29. October 11, 2017. Motion carried. Maly abstained.

Discussion: Director Vacancy: Administrator Mielke provided an update regarding the Information Technology Director vacancy. He noted at this recruitment to fill the vacancy is anticipated to begin in January 2018 with an estimated start date of late March or early April 2018.

The Committee reviewed the proposal received from DataMax Services for an evaluation of the Department. Mielke provided a summary of a meeting with Datamax Services attended by Committee Chair Maly and Human Resource Director Hinze. The evaluation proposal is for

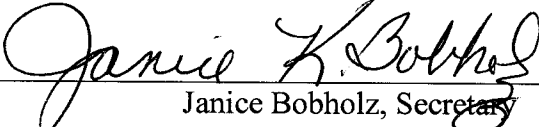
\$18,000. The evaluation is anticipated to begin in mid- November with a duration of 3-4 weeks. Mielke noted that questions have been asked if the goal was to outsource the department. The response is no, the goal is to evaluate the department to identify improvement opportunities. A copy of the proposal is attached.

Resolution – Budgetary Transfer: Motion by Bartsch, 2nd by J. Bobholz to approve the Resolution and forward the Resolution to the County Board of Supervisors, Motion carried.

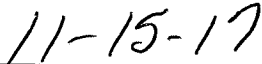
Information Technology Project Update: The Committee reviewed the written project summary provided by staff (attached). The consensus of the committee is a written summary provides valuable information for them and they wish to continue the written format for future meetings.

Next Meeting Date: Wednesday November 15, 2017 at 6:00 p.m.

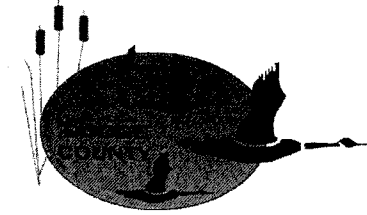
Meeting adjourned by Supervisor Maly at 7:00 PM.



Janice Bobholz, Secretary



Date



EVALUATION PROPOSAL

OBJECTIVE

Evaluate DODGE COUNTY IT Department. Establish a strategy for reorganization of IT Department to ultimately result in increased efficiency, improved user experience, and reduced overall expense of IT Department.

STRATEGY

DataMax representatives to have reasonable access to IT Department budget information and IT personnel for the purpose of performing the following:

Phase I: Information Gathering

- Evaluation of network to include hardware, design, strategy, functionality, and user experience
- Evaluation of department personnel
- Evaluate structure of department with respect to functions performed and assignment of tasks
- Evaluation of cost effectiveness of overall strategy

Phase II: Provide written report including suggested strategies for improvement and potential strategy for reorganization

TIMETABLE

DataMax will execute research and analysis over the course of 3-4 weeks beginning in Mid-November with a goal of providing a review and recommendation by year end.

INVESTMENT

In consideration for performance of the services listed above, Dodge County agrees to pay DataMax \$18,000 to be invoiced in 2 monthly increments of \$9,000.

Total Project Investment

\$18,000

A. ERP Project:

As the contract negotiation is near completion, an area still needing to be discussed is the process in which Tyler Munis will remotely access the Dodge County environment for support purposes. For security reasons, Dodge County should have the ability to control the access at the time of request for Tyler Munis to access our system and Dodge County IT should have the ability to virtually escort when necessary.

The Projects Leads have been working on drafting the Accounts Payable and Accounts Receivable policies as well as polishing the Chart of Accounts. In addition, RASmith has been conducting departmental interviews to discover the possible opportunities for implementing GIS in areas where it would benefit.

Early discussions of the data conversion process and interfaces have started, but will be discussed in more detail in the upcoming weeks. IT is working with Finance to finalize the SOW documents with Kronos for all integrations with Tyler Munis. A meeting is scheduled with Finance on November 1st to review these documents.

B. Spillman – Sheriff's Office:

The IT Department is working with the Sheriff's Office on many entities of the project. Here are the items currently being worked on:

- Implemented a solution to prevent roaming PSN
- Made plan for Multi-Factor Authentication roll out
- Corresponding with Outside Agencies for scheduling of time to update all computers accessing Spillman through NetMotion
- Corresponding with Dodge County MDC users for scheduling of time to update the Spillman and Netmotion
- Outside Agencies – 82 computers from 17 different agencies
- Dodge county – 55 devices
- Each device will take approximately 1 hour to make all setting changes
- Plan to have majority of devices on the MultiFactor authentication by November 20th with all done by go live of December 11th
- Crystal Reports training occurred last week. The group has starting building reports. I am working with Chris to review process of saving Crystal Reports to Crystal Server and getting a list of users who require access to the server.
- There is a meeting scheduled next week to discuss the TraCS interface setup.
- There is a meeting scheduled next week on the eReferral testing.
- On-site training for specific areas has started and will be continuing in November, with the most recent training being Patrol/CID. Users have been working through on-line training in preparation for the on-site training.
- The project group is working on testing/reviewing data for the data conversion and noting issues. The next mock for the data conversion is scheduled in mid-November.

C. NetSmart – Human Services:

- Updates on Financial open items:
 - Open items list – we still have a list of open items that are being documented.
 - Update on Self-pay customization – With the 8206 update applied to production last Tuesday morning, we received the coding for the self-pay customization. HS have been working on verifying that statements look correct. They have started reviewing statements in June and the statements have been looking good so far. At the last project meeting, we discussed how to move forward with self-pay billing. The group decided that it would be easier to send out one statement through October as well as a letter explaining the statements. The goal is to have the statements completed by the end of next week providing no issues occur.
 - Update on Financial training/on-site engagement –We have been in communication with Matt and others at Netsmart to address last week’s training as well as our request for another on-site training engagement using Dodge County’s development environment. After further discussions earlier this week, Kim Nass has compiled a response to Netsmart regarding our concerns and requirements moving forward. We anticipate a response back from Netsmart soon.
- PPS Update
 - The 8206 updated provided the coding changes needed for PPS. The second version of the forms are now in production. Alyssa will be meeting with Kim and Sara to explain the form changes; training of staff will be necessary. Alyssa has been working with David on completing testing efforts. NetSmart is working on a modifier issue for groups.
- Update on CarePathways Measure Reporting project for Meaningful Use Attestation
 - After communication with Netsmart, they have provided a project timeline. The project will be starting in January 2018. Netsmart explained that the project will take between 2-3 months. Based on this information, we have given Netsmart a deadline of April 1, 2018 to complete the project.

D. New SAN:

The new EMC Unity SAN was racked, cabled, and powered on, on September 22nd. The zoning and configuration was completed on October 2nd. There was initially some difficulty in the integration of the SAN with Microsoft Virtual Machine Manager (VMM). VMM is used to administer our Hyper-V environment, and is responsible for setting all storage up so that it is usable within the cluster. We worked through the issues and now VMM and the Unity SAN are integrated with each other. The SAN is in production and we do have virtual machines that are running on the Unity SAN storage. This project is complete.

E. Kronos:

The Kronos version 8 upgrade was completed on Thursday, October 12th. This was earlier than expected as the process was smooth overall. This allowed for users working second and third shift to access the environment that evening, and allowed employees to log their timestamp-in for the day as of Friday, October 13th. The environment is now load-balanced internally and

externally, which allows for the most efficient server performance. There have been two payrolls finalized since the upgrade with no reported payroll calculation issues.

With the Version 8 upgrade, Attestation for several departments have been deployed. This feature allows employees to correct missing punches with a manager approval process as well as allowing employees to attest their meal break. Additionally, Performance has been deployed. This will allow the current Performance review process to be automated. HR has dates identified for training sessions. An email with this information will be sent to department heads soon.

Since the upgrade was completed, there have been a few minor issues raised and have either been addressed or are logged to be looked into further. During the upgrade project, the core team compiled a list of parking lot items to address post go-live. The core team will be meeting on a monthly basis for updates while working through these issues, and also working through the Kronos parking lot items.

The first priority on the parking lot items list is the testing of the 2017 Quarter 3 legislative update. This was released after testing efforts were finalized in version 8. This legislative update has been applied within the newly built Kronos test environment. The core team will begin testing efforts of this legislative update with a testing deadline of November 3. Once testing efforts are complete, we will schedule a date and time when the update can be applied to the production environment.

F. MatrixCare - Clearview:

The Project Team for MatrixCare consists of members from Clinical, Social Services, Dietary, Assisted Living, and Clearview Finance. All teams are currently working on the build setup for their respective modules in preparation for the data conversion of resident data that will be occurring the week of Oct. 30th. The data conversion will consist of MDS and resident face sheet data currently residing in ECS. Training will begin with RNs, LPNs, CNAs, Social Services, Activities, and Dietary staff to get all resident care plans moved from the current software, ECS, into MatrixCare. As these care plans are moved, staff will be maintaining the data in MatrixCare and no longer in ECS. Once all care plans are moved for the nine care settings, the remaining staff will be trained.

There are three phases in this project to allow the project to go-live in conjunction with submitting state required data in ECS until MatrixCare MDS is live. 1. The core suite (resident admissions/discharges/face sheet/care plans, etc) CareAssist (charting, documentation, and eMAR) will go live on Monday, Nov. 27th 2. MDS submission from MatrixCare data to state is expected on Dec. 20th, and 3. Clearview Finance will be live in MatrixCare on January 8th for client banking and billing for December onward.

G. Help Desk Report:

Attached in e-mail from Nicole Streblow to Jim