**Information Technology**
**Tuesday May 8, 2018**

Minutes of the May 8, 2018 Information Technology meeting held in the Dodge County Administration Building, in Room 1A, First floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM.

Members Present: Donna Maly, Mary Bobholz, Tim Kemmel, David Guckenberger, Kevin Burnett

Members Absent /Excused: None

Also Present: James Mielke, County Administrator; Information Technology Employee Josh Kohlhoff

Meeting called to order at 6:01 PM by Supervisor Maly.

Motion by Bobholz to nominate Donna Maly as Committee Chair. No other nominations were offered. Motion by Guckenberger, 2nd by Kemmel to close nominations and cast a unanimous ballot for Donna Maly as Committee Chair. Motion carried. Maly abstained.

Motion by Maly to nominate Mary Bobholz as Committee Vice Chair. No other nominations were offered. Motion by Guckenberger, 2nd by Kemmel to close nominations and cast a unanimous ballot for Mary Bobholz as Committee Vice-Chair. Motion carried. Bobholz abstained.

Motion by Guckenberger to nominate himself as Committee Secretary. No other nominations were offered. Motion by Guckenberger, 2nd by Bobholz to close nominations and cast a unanimous ballot for David Guckenberger as Committee Secretary. Motion carried. Gukenberger abstained.

Consensus of the Committee to hold the regular monthly meeting of the Information Technology Committee on the first Tuesday of each month at 6:00 p.m. The meeting location will be Conference Room 1A of the Administration Building.

Consensus of the Committee to have meeting agenda, minutes and meeting packet material distributed electronically.

Public Comment: None

Motion by Bobholz, seconded by Kemmel to approve minutes of the April 10, 2018 meeting as submitted. Motion carried. Guckenberger abstained.

Josh Kohlhoff and Administrator Mielke provided an overview of department responsibilities, tasks, challenges and staffing to the Committee. Kohlhoff will provide a written summary of the department highlights to committee members.

Motion Bobholz, seconded by Guckenberger to approve the additional meeting per diem payments for Committee Chair Maly for the Enterprise Resource Planning Project on the following dates

- April 27, 2018 (ERP Steering Committee Meeting)

Motion carried. Maly abstained.

River Run Consulting Update: An update of the status of the consulting project was provided to the Committee. Individual meetings with Department Heads has been completed by River Run Staff. An all "user" survey is in process. Responses are due by Wednesday May 9th. The project remains on track to provide a Report to Dodge County no later than July 13, 2018.

Information Technology Project Status Report: The Committee reviewed the memo from Information Technology staff dated May 4, 2018 (attached).

Adjournment: Motion by Guckenberger, 2nd by Kemmel to adjourn. Motion carried. Time: 7:23 p.m.

Next Meeting Date: Tuesday June 5, 2018 at 6:00 p.m. Room 1A

Jane Mielke - Administrator

David Guckenberger, Secretary

June 5, 2018
Date

## Project summaries – 05/04/18

### Netsmart Project Update:

- **PPS state reporting:** Alyssa Schultz reported that PPS state reporting is going well. The fixes that Netsmart made have greatly reduced our number of errors. Alyssa reported that Dodge County is caught up through March 2018.
- **Update on Financial open items:** Monica Hooper reported that the month of March in Netsmart has been closed and imported into JD Edwards. All claim files have been sent to either Forward Health or Zirmed. The patient statements have also been mailed.
    - Open items are still being documented and the Joxel group is being apprised of these issues and are a part of the on-going issues log.
- **Update on Netsmart Financial Optimization project:** The Joxel group was on-site April 30 to discuss assumptions, future state, and next steps with Dodge County.
    - Through discussions, Dodge County was assigned multiple homework assignments. We are currently working on these assignments. Dodge County was provided process flow documents and an updated issues log.
- **Update on Cares Pathway reporting tool:** Netsmart is currently working on the reconfiguration efforts for the Cares Pathway tool. Training on the updated Cares Pathway reporting tool will be occurring within the next few weeks. Dodge County is continuing to work on the necessary setup and training preparations. The goal is to start using the reporting tool for Meaningful Use attestation for the month of June. IT has also been working with HS on a security risk assessment, which is required for Meaningful Use attestation. Our next meeting to discuss updates on the security risk assessment is Wednesday, May 23.

### Kronos Project Update:

- **Performance update:** Kronos did make changes for the issue regarding third level approvers not receiving notifications. The change appears to be working. We are continuing to work with Kronos support on issues reported by HR.
- **Parking lot items:** The Kronos core team has been working through the list of parking lot items. The recent items include:
    - Shift differential configuration and interface changes – IT has worked with HR and Finance to complete testing efforts. We have added most of the necessary configuration to the production environment. These changes are effective 4/28/18. Communication has been sent to the Sheriff's office employees who currently receive a shift differential to explain the change.
    - Part time sick probationary period – the group is still testing the configuration changes in the test environment. Due to some testing results, the configuration will need to be looked at further by IT.
- **Update on Combining of Payrolls:**
    - With the recent County Board approval of the combining of payroll groups, the Kronos SOW and quote will need to be signed by June 1 for Kronos to assign resources and begin the project on July 9.

**ERP Project Update:**

- The project team and subject matter experts have completed the fundamental review sessions with Tyler. These were demonstrations of the options Dodge County has within Tyler to set up its workflows and daily processes. Tyler has been utilizing the Dodge County server environment to conduct these demonstrations, which gives the project team a good picture of what to expect when in our own environment.
- **2018.2 Upgrade:** All five Munis environments have been upgraded to the latest application version, 2018.2. A select amount of Tyler customers are on this version as they are considered an "early adopter" for testing purposes. Tyler recommended Dodge County to upgrade now to gain all features of the Work Order module as well as resolve some issues with Tyler Hub and Tyler U. Dodge County will not be considered part of the early adopter group going forward.
- **GIS MapLink:** The Maplink interface for Tyler and ESRI has been installed and is now enabled. The ESRI databases are now accessible via secured socket layer (SSL).
- The project team continues working hard on re-structuring the segments that make up the General Ledge account string to best fit the needs of all departments. Both Tyler and GFOA have been instrumental in assisting with confirming best practicing and providing scenarios to ensure all bases are covered with the segment GL string formatting. Tyler has been on-site to assist with this.
- **Kronos Interfaces:** There are currently seven separate scope of work (SOW) documents with Kronos for the integrating with Munis. The functional leads have been requesting more information from Tyler on the details of these interfaces as Tyler was a part of the discussions had with Kronos to determine what SOWs are necessary. Conversations between the functional leads and Tyler will begin in June.

**MatrixCare Project Update:**

- **Performance Update:**
  - MatrixCare applied the 2018 R2 upgrade to all customers on 4/22. Since then, there have been several performance issues that are being worked on with MatrixCare.
  - Per the recommendation of MatrixCare, IT pushed Google Chrome as the default browser for all Clearview computers, with the exception of the billing office. Chrome was tested by a select group of users prior to pushing out globally. Overall, performance is enhanced with Chrome, however due to the issues introduced with the 2018 R2 upgrade, there are other issues needing to be resolved.
  - A reoccurring weekly meeting is being scheduled with MatrixCare. This meeting will include various project team members from Clearview and IT until all performance issues are resolved.
- **eMAR Update:**
  - All skilled nursing households at Clearview are actively utilizing the eMAR module. The Assisted Living facilities are continuing to use paper MAR until users become more acclimated with the new system and all performance issues are resolved.

- **Financial Update:**
    - A financial optimization review session was scheduled with MatrixCare to ensure the configuration for our environment is set up to expectation and is functioning efficiently for sending invoices, filing claims, and working with collections. A follow up session is scheduled mid-May to work through the claims management process and to discuss any possible errors or issues that may be unclear or need addressing.
- **MealTracker:**
    - The dietary team continues to work through the menu set up in MealTracker. Clearview expressed some ideas in setting up nutrition management and menus so a call is being scheduled with the MealTracker team to discuss.

**GCS Project Update:**

- **Outstanding Project Items Update:**
    - IT and LRP are meeting the week of May 7th to discuss the overall 19 items that have been marked as outstanding since project go-live and have resulted in Dodge County holding payment on the final professional services payment due to GCS. Five of these items have been closed, and the discussion on the remaining items will determine what items remain a priority. GCS will begin working on the Permit Tracking conversion once they receive payment.
- **LandNav 10.24.05 Update:**
    - An update was released at the end of April and is currently being tested by LRP and the Treasurer's Office. This will be installed in the production environment was testing is completed.

**Farmland Preservation Project Update:**

- Land Conservation enlisted Becker Technology, Inc. (BTI) to develop an Access Database with a form front-end to allow for Farmland Preservation Program Tracking.
- Land Conversation is reviewing the initial database copy that was provided by BTI and is conducting testing efforts.

**Campground Reservation System Update:**

- LRP has received access to their campgrounds webpages provided by Premier Campgrounds. Since there are four separate campgrounds, Dodge County has four separate user accounts for administering reservations and handling bookings.
- The current active reservations in the legacy system, Campground Master, will be converted by Premier once LRP is prepared to go-live.
- Once LRP is able to finalize their account with a credit card merchant, they will be able to set a specific go-live date. For now, the go-live is scheduled for late-May or early-June.

**2018 Computer Replacements:** We are continuing to work on the computer replacements.

- 12 of the 60 Jail computers are replaced.
- 23 of the 29 Clearview desktops are complete.
- We are coordinating with the Sheriff's department to replace MDC's at the same time as the new squads are replaced.

**Microsoft Intune (MDM) Update:**

- Project is completed

**Mayville Server Room:**

- Before servers are moved to Mayville, they need to be synced (seeded). All but three servers have moved to the replicated cluster. Once these have moved and synchronized, we can relocate the equipment out to Mayville.