

Information Technology
Tuesday, January 15, 2019

Minutes of the January 15, 2019 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, Tim Kemmel, David Guckenberger and Kevin Burnett,

Members Absent /Excused: Mary Bobholz

Also Present: Josh Kohlhoff, Network Administrator; James Mielke, County Administrator and County Board Supervisor MaryAnn Miller

Meeting called to order at 6:02 p.m. by Committee Chair Maly

Public Comment: None

Motion by Guckenberger, 2nd by Kemmel to approve the minutes of the December 10, 2018 Committee meeting. Motion carried.

Review, Consider, Discuss and Take Action: Meeting Per Diem(s) Chair Donna Maly – ERP Project: Motion by Kemmel, 2nd by Burnett to approve per diems for the following dates:

- December 11, 2018
- December 13, 2018 (2 meetings, morning / afternoon)
- December 14, 2018
- January 8, 2019
- January 11, 2019 (2 meetings, morning / afternoon)
- January 14, 2019
-

Motion carried – one abstention (Maly)

Discussion - Information Technology Policies: No action taken. Consensus of the Committee to resume policy discussion in future meetings with Justin Reynolds, Information Technology Director

Update: Courthouse Audio Visual Project: Mielke provided an update of the project status. He noted, the project is meeting the established timeline. The program narrative has been completed, design documents are under review and are due back to Pro Audio Design no later than January 21st. The Information Technology team continues to research and present options related to the phone conference system.

Wisconsin Counties Association Webinar – Digital Counties Outcomes & What Comes Next: Mielke provided information regarding the January 21st webinar. Josh Kohlhoff, Justin Reynolds and Mielke are scheduled to participate in the webinar.

2018 Budget Preliminary Review of Carryover Requests: Mielke provided a brief summary of proposed carryover requests. He noted the requests to carryover dollars to the 2019 budget are for the same purpose as originally budgeted. The requests are related to the following projects:

- ERP Project
- Kronos Statement of Work(s)
- Courthouse AV Project
- Network Infrastructure

Information Technology Project Status Report: The Committee reviewed the memo from Information Technology staff dated January 9, 2019. (attached)

Adjournment: The meeting was adjourned at the Order of the Committee Chair at 6:55 p.m.

Next Meeting Date: Tuesday Wednesday February 6, 2019 at 6:00 p.m. Room 1A

David Guckenberger, Secretary

February 6, 2019
Date

**Requests to Carry Over Funds From
Budget Year 2018 to Budget Year 2019
For the Same Purpose**

1. Information Technology Department					
	From Business Account No.	Amount Available for Carryover	Project/Specific Purpose	To Business Account No.	Explanation
A.	1814.5818.01	\$1,280,000	ERP Project	1814.5818.01	ERP & Tyler Munis Continuation
B.	1814.5214	\$18,000	Kronos Project	1814.5214	System Enhancements
C.	1811 – IT Borrowing	\$269,000	Network Infrastructure		Equipment & Services

Total Amount of Funds Requested to be Carried Over: **\$ 1,567,000**

2. Circuit Courts Department					
	From Business Account No.	Amount Available for Carryover	Project/Specific Purpose	To Business Account No.	Explanation
A.	301.5818	\$38,287	Court A/V Project	301.5818	Consultant Services
B.					
C.					

Total Amount of Funds Requested to be Carried Over: **\$ 38,287**

Total Amount of All Funds Requested to be Carried Over: **\$ 1,605,287**

Project summaries – 02/06/19

ERP Project Update:

Dodge County has a Project Manager and two Implementation Consultants at Kronos to begin the work on the Kronos SOW exports relating to the ERP Project. We are going to first focus on the Employee Demographics Export (Employee Master) and the Position Budgeting exports. For Position Budgeting, there are three export components: 1. Salary Rate Table 2. Benefits Cost Export and 3. Payroll Budgeting Export.

The Dodge County ERP Project Team, GFOA, and Tyler are in the process of creating an end-user training strategy. We are scheduling sessions with the Dodge County Department Heads to identify the end-users and their roles in the County. The team has begun creating training guides for the end-users to assist with training. The identified Dodge County Power Users will also assist with the end-user training. Outlined below are the roles and responsibilities of Power Users and End Users.

Power User

- Attend all scheduled processing and training sessions
- Participate in conversion validation
- Test all module configurations to ensure it satisfies business process requirements
- Become module experts
- Participate in user acceptance testing
- Adopt and support changed procedures
- Demonstrate competency with Tyler products processing prior to production cutover
- Provide knowledge transfer to Dodge County End Users during and after implementation

End User

- Attend all scheduled end user training sessions
- Become proficient in module functions related to job duties
- Adopt and utilize changed procedures
- Utilize software to perform job functions at and beyond production cutover

Netsmart Project Update:

- **PPS state reporting:** Alyssa Schultz is continuing to work on the PPS state reporting for the month of November.
- **Update on billing:** Monica Hooper reported that the month of December has been closed in Netsmart. The fiscal staff will be starting January billing runs soon.
- **Update on open issues:** We are continuing to meet with Scott Miller, our client alignment representative from Netsmart, regarding our open issues to ensure that they get resolved in a timely manner. We recently upgraded the system to version 10.1.0120. This upgrade provided many fixes for current open issues.
- **Update on Meaningful Use attestation:** Dodge County is continuing to work with our Meaningful Use consultant to get our Meaningful Use reporting for Phase 2 submitted. The Meaningful Use consultant is scheduled to come on-site to work on the attestation process with Dodge County on Monday, February 18.
 - The Meaningful Use Phase 3 project kickoff meeting was rescheduled on Wednesday, January 30. Training on Meaningful Use Phase 3 for the project team has been scheduled for Friday, February 8.

Kronos Project Update:

- **Update on Compensation:**
 - The compensation interfaces are continually being monitored by HR to ensure all records look correct.
- **Parking lot items:** The team has been working through the list of parking lot items. The recent items include:
 - The Finance and HR group is currently testing legislative update 2018Q4SR1. Once testing is complete, the new legislative update will be scheduled to be applied to production within the next few weeks.
 - IT is continuing to work with KGS on the changes to Business Intelligence template reports to provide payroll summary data.
 - IT is working on preparing the Kronos test environment for the ERP SOW work that will be starting within the next week.

2019 Computer Replacements:

- **HS moves** are now complete, and waiting for the empty positions to be filled to setup the remaining computers.
- **All-in-one computers** were been delayed in shipment, expecting them in February 7-9th.
- **SO Toughbooks** - ordered the 10 new toughbooks, expected delivery is this week. We will begin getting them ready to deploy, and work with the SO on timing of the new squads and the car dock installation.
- **Portal computers** are being installed one by one to make sure all is working correctly.
- **Inmate computers** – working on configuration lock down software.
- Anticipating a **new image runner** install for 2nd floor at the HS building.
- **County Board Room Software** – work on with Roll Call in the upgrade.

2019 CIP, Courthouse Audio Visual Upgrades:

- Reviewed with our Cisco representative to make sure that we were not overlooking any capabilities of our **phone system** of how it would interface with the court audio system. They indicated that with how the Judges wanted to use it, a conferencing system would be required.
- The Judges and Judicial Assistants agreed to Zoom as our **telephone and video conferencing system**. We will not be using any hardware based video conferencing systems, such as Polycom. It will all be software based.
- The **Design Documents** were reviewed with each of the Judges and Judicial Assistants, and their feedback were shared with Pro Audio Designs on Jan 17.
- Dodge County will receive the Construction Documents from Pro Audio Designs on Feb 4 and will have one week to review and submit comments.
- Pro Audio Designs will provide the Bid Documents on Feb 18. The RFP will be posted as soon after the 18th as possible.
- The Branch 1 courtroom has been reserved for the mandatory Pre-Bid Meeting on March 1 at 1:00pm.
- Vendor bids are due March 20.

Matrix Care:

2019 R1 Update: The 2019 R1 release has been installed in the Clearview environment on 1/28/19. This environment included a number of fixes for the global system, clinical module, and financial module. Clearview had the opportunity to attend a webinar to learn about the fixes and enhancements in this module earlier in January.

Update on observations issue: The issue with observations not saving consistently was included with 2019 R1 update according to the support manager. The Clearview team will continue to log any further occurrences of this issue.

MealTracker Update: Due to an unplanned shortage in staffing, the Dietary Team has been unable to complete the menu building in the MealTracker module. Clearview will continue to utilize the MealMetrics application until more time can be allotted to add the meal plans to MealTracker. MatrixCare has not yet imported the dislikes for residents, however Clearview wants to wait on this being done until they are back at full staff capacity.

GCS System:

Preparing for 2019 Tax Collections: The 2019 rollover has been completed within the GCS software earlier in January. This prepares the Property Assessment and Treasurer's Collections modules for the 2019 tax year.

Bank Collections: the banks who accept tax payments have successfully been accepting payments and submitting them to the County Treasurer through our Land Information Search Tool web portal.

Online Specials Assessment Submission: IT and the Treasurer will be meeting with GCS to discuss the a new option to accept Specials Assessments values from the municipalities. Currently and in previous years, this was conducted using Excel spreadsheets that would then be imported into GCS. With the enhancements made to the Land Information Search Tool, local municipalities will be able to log into their own account and enter the special assessment values directly through the portal, which will then be added directly to the GCS database. We will discuss and begin testing this in Late February/Early March with an anticipated go-live for the 2019 tax collection time.

Dodge County: Open Tickets

List of all open tickets (67 items)
Generated on Jan 30, 2019 @ 04:14 pm

Ticket #	Created By(Email)	Create Date	Department	Assigned to	Summary	Days Open	Update Date
30961	nharmon@co.dodge.wi.us	2018-10-31 @ 11:14 AM		Spillman Cases	Internet error Ereferral - needs fixed ASAP	91 days	2019-01-18 @ 09:35 AM
31208	bknoll@co.dodge.wi.us	2018-11-22 @ 09:09 AM		Ian Dodge	Exacqvision missing pieces of recordings	69 days	2019-01-30 @ 02:53 PM
31239	abrugger@co.dodge.wi.us	2018-11-27 @ 12:51 PM		Shane Van Loenen	[AI] Jail Detailed User Report For SO_Aristotle_Corrections Users	64 days	2018-11-27 @ 12:52 PM
31316	lschneider@co.dodge.wi.us	2018-12-04 @ 03:55 PM	Clearview	Josh Kohlhoff	Clearview - Image Runner Access to AI and BI	57 days	2019-01-04 @ 09:54 AM
31486	spett@co.dodge.wi.us	2018-12-18 @ 12:55 PM		Ian Dodge	Generator testing, Juneau	43 days	2019-01-23 @ 01:17 PM
31490	smueller@co.dodge.wi.us	2018-12-18 @ 04:12 PM	County Board	Ian Dodge	Cty Boardroom- audio connection broken	43 days	2019-01-25 @ 02:12 PM
31491	jkolp@co.dodge.wi.us	2018-12-18 @ 06:36 PM		Shane Van Loenen	Finance - Aristotle Report Accounting Detailed Internet Report For FinanceGroup Users	42 days	2018-12-19 @ 07:59 AM
31504	behlenbeck@co.dodge.wi.us	2018-12-19 @ 12:53 PM		Ian Dodge	LRP - Microphone and Camera Purchase	42 days	2019-01-30 @ 02:21 PM
31511	nstreblow@co.dodge.wi.us	2018-12-19 @ 04:21 PM	IT	Shane Van Loenen	All employee email accounts	41 days	2019-01-07 @ 03:58 PM
31512	alubbert@co.dodge.wi.us	2018-12-19 @ 04:27 PM	HSHD	Susan Mueller	PH, rights in File Director	41 days	2019-01-25 @ 11:00 AM
31521	jbohoney@co.dodge.wi.us	2018-12-20 @ 03:22 PM	Land Conservation	Susan Mueller	LC, File Director access and training	41 days	2019-01-09 @ 11:41 AM
31547	shinze@co.dodge.wi.us	2018-12-26 @ 08:51 AM	Human Resources	Shane Van Loenen	Out of office Re: REMINDER! Flex Spending Accounts and Opening Your Health Saving...	35 days	2018-12-26 @ 09:01 AM
31632	mbublitz@co.dodge.wi.us	2019-01-02 @ 04:00 PM	Sheriff	Erin Roberts	SO, kronos time off request	28 days	2019-01-04 @ 02:14 PM
31642	lschultz@co.dodge.wi.us	2019-01-03 @ 08:42 AM		Erin Roberts	HR - Life Insurance not calculating correctly	27 days	2019-01-18 @ 12:12 PM
31645	bmueller@co.dodge.wi.us	2019-01-03 @ 10:16 AM	Child Support	Travis Nickels	CS- Peggy Krenz headset is beeping	27 days	2019-01-30 @ 03:09 PM
31654	jhundt@co.dodge.wi.us	2019-01-03 @ 02:03 PM	Jail	Shane Van Loenen	Jail - Law Library Computers need FastCase Update	27 days	2019-01-07 @ 11:34 AM
31670	dkrueger@co.dodge.wi.us	2019-01-04 @ 11:43 AM	Jail	Shane Van Loenen	Jail, inmate file on law library b computer	26 days	2019-01-04 @ 11:43 AM

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31672	rgriesel@co.dodge.wi.us	2019-01-04 @ 12:10 PM		Susan Mueller	web ex	26 days	2019-01-25 @ 09:31 AM
31675	dspears@co.dodge.wi.us	2019-01-04 @ 12:54 PM	HSHD	Curtis Hawkinson	HS, H drive shows previous last name	26 days	2019-01-30 @ 03:37 PM
31709	jmeagher@co.dodge.wi.us	2019-01-07 @ 02:07 PM	Highway	Shane Van Loenen	Generator	23 days	2019-01-07 @ 02:54 PM
31717	mhooper@co.dodge.wi.us	2019-01-08 @ 07:39 AM		Shane Van Loenen	HDOB - No longer need Data Insight Reports	22 days	2019-01-30 @ 08:14 AM
31739	gina.steinke@wicourts.gov	2019-01-08 @ 02:59 PM	Circuit Courts	Shane Van Loenen	Courthouse distribution list updates	22 days	2019-01-08 @ 02:59 PM
31785	pthompson@co.dodge.wi.us	2019-01-11 @ 09:40 AM		Travis Nickels	HWY, Blackberry	19 days	2019-01-24 @ 02:36 PM
31796	smueller@co.dodge.wi.us	2019-01-11 @ 03:50 PM	Clearview	Susan Mueller	Clearview - CBIC Excel	19 days	2019-01-14 @ 01:18 PM
31797	smueller@co.dodge.wi.us	2019-01-11 @ 03:50 PM		Susan Mueller	HR - Electronic Exit Interview	19 days	2019-01-14 @ 01:46 PM
31812	jpayne@co.dodge.wi.us	2019-01-14 @ 10:42 AM	Highway	Erin Roberts	Comp Time Balance Issue (Payout hours)	16 days	2019-01-25 @ 09:26 AM
31835	aschultz@co.dodge.wi.us	2019-01-15 @ 08:58 AM		Susan Mueller	Additional new staff	15 days	2019-01-21 @ 09:52 AM
31844	dschmidt@co.dodge.wi.us	2019-01-15 @ 12:27 PM	Sheriff	Josh Kohlhoff	SO - Enterprise Vault not returning all emails	15 days	2019-01-16 @ 08:01 AM
31849	jkolp@co.dodge.wi.us	2019-01-15 @ 04:43 PM	Finance	AS400 Cases	Oracle Critical Patch Update for January 2019	14 days	2019-01-29 @ 03:59 PM
31860	kboyd@co.dodge.wi.us	2019-01-16 @ 11:57 AM	LRP	Mike Kohn	Access Issues with Permit Database	14 days	2019-01-16 @ 12:00 PM
31861	lschneider@co.dodge.wi.us	2019-01-16 @ 01:53 PM		Mike Kohn	Electronic daily census	14 days	2019-01-17 @ 02:18 PM
31871	aschultz@co.dodge.wi.us	2019-01-17 @ 10:59 AM		Shane Van Loenen	Access to new folder in T: drive	13 days	2019-01-30 @ 04:00 PM
31880	dschmidt@co.dodge.wi.us	2019-01-18 @ 08:50 AM	Sheriff	Shane Van Loenen	Change name of Folder on T: Drive	12 days	2019-01-18 @ 08:59 AM
31885	pschoebel@co.dodge.wi.us	2019-01-18 @ 11:02 AM	ME	Travis Nickels	ME, headset battery	12 days	2019-01-29 @ 10:07 AM

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31920	mdrays@co.dodge.wi.us	2019-01-21 @ 01:58 PM	Finance	Shane Van Loenen	Delivery Status Notification (Failure)	9 days	2019-01-21 @ 02:08 PM
31937	nstreblov@co.dodge.wi.us	2019-01-21 @ 04:37 PM	HSHD	Josh Kohlhoff	HS, new employee 1/31/2019	8 days	2019-01-24 @ 03:57 PM
31950	cenright@co.dodge.wi.us	2019-01-22 @ 11:53 AM		Susan Mueller	one note	8 days	2019-01-25 @ 11:03 AM
31961	smueller@co.dodge.wi.us	2019-01-23 @ 08:36 AM	HSHD	Josh Kohlhoff	HDOB - Trafter position 2/14/19	7 days	2019-01-23 @ 08:36 AM
31967	smueller@co.dodge.wi.us	2019-01-23 @ 10:32 AM	HSHD	Josh Kohlhoff	HDOB - Transfer position 2/14	7 days	2019-01-23 @ 10:32 AM
31970	smueller@co.dodge.wi.us	2019-01-23 @ 11:15 AM	HSHD	Josh Kohlhoff	HDOB - Employee Promotion 2/14	7 days	2019-01-23 @ 11:15 AM
31991	jkolp@co.dodge.wi.us	2019-01-24 @ 12:44 PM	Finance	Curtis Hawkinson	Finance - Email notifications coming through multiple times	6 days	2019-01-30 @ 11:03 AM
31999	aschultz@co.dodge.wi.us	2019-01-24 @ 07:39 PM		Susan Mueller	Facebook page for Foster Care	5 days	2019-01-25 @ 10:05 AM
32009	jbeckwith@co.dodge.wi.us	2019-01-25 @ 11:56 AM		Nicole Streblov	RFP	5 days	2019-01-25 @ 12:05 PM
32015	kschultz@co.dodge.wi.us	2019-01-25 @ 02:06 PM	Corporation Counsel	Curtis Hawkinson	CC - eFiling system prints 2 sided	5 days	2019-01-25 @ 02:06 PM
32029	mbublitz@co.dodge.wi.us	2019-01-28 @ 03:41 PM		Spillman Cases	Spillman Message Center	2 days	2019-01-29 @ 07:56 AM
32038	criter@co.dodge.wi.us	2019-01-29 @ 08:15 AM	Jail	Dawn Lokken	PSN for 3rd station in H	1 day	2019-01-29 @ 08:39 AM
32041	lschneider@co.dodge.wi.us	2019-01-29 @ 08:42 AM	Clearview	Nicole Streblov	Clrvw - Order 3 ergonomic keyboards	1 day	2019-01-29 @ 08:42 AM
32043	lschneider@co.dodge.wi.us	2019-01-29 @ 08:52 AM	Clearview	Nicole Streblov	Clearview - 2019 Budget (5) iphone order request	1 day	2019-01-30 @ 01:37 PM
32045	arolfs@co.dodge.wi.us	2019-01-29 @ 09:15 AM	Sheriff	Nicole Streblov	SO - Cellphone issues - people unable to hear Andy	1 day	2019-01-30 @ 02:04 PM
32047	dspears@co.dodge.wi.us	2019-01-29 @ 09:54 AM		Susan Mueller	HDOB - Name Change	1 day	2019-01-30 @ 11:00 AM
32048	anehls@co.dodge.wi.us	2019-01-29 @ 10:06 AM	EMG	Nicole Streblov	EMG - iP address on aircard needs to be changed	1 day	2019-01-30 @ 03:04 PM

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32051	lori.bauer@da.wi.gov	2019-01-29 @ 11:28 AM		Travis Nickels	Courts - Phone issues	1 day	2019-01-30 @ 09:44 AM
32053	bbrooks@co.dodge.wi.us	2019-01-29 @ 11:40 AM	Physical Facilities	Erin Roberts	PF - File Director 401 error	1 day	2019-01-29 @ 04:08 PM
32061	sgrossing@co.dodge.wi.us	2019-01-29 @ 01:56 PM		Travis Nickels	HR - iSeries Icon	1 day	2019-01-29 @ 01:58 PM
32062	lschultz@co.dodge.wi.us	2019-01-29 @ 02:05 PM		Josh Kohlhoff	Hwy - Name change - Jaime Payne is now Jaime Field	1 day	2019-01-29 @ 02:06 PM
32063	dwilson@co.dodge.wi.us	2019-01-29 @ 03:08 PM	Clearview	Susan Mueller	Clrww - FaceBook for Megan Firari and Wendy Gubin	1 day	2019-01-29 @ 03:08 PM
32067	sbauch@co.dodge.wi.us	2019-01-29 @ 04:12 PM	Sheriff	Dawn Lokken	SO - Unable to log into computer	1 day	2019-01-30 @ 09:15 AM
32068	sdonahue@co.dodge.wi.us	2019-01-29 @ 04:23 PM	Corporation Counsel	Shane Van Loenen	SAFE account set up	< 1 day	2019-01-29 @ 04:24 PM
32075	cchurchill@co.dodge.wi.us	2019-01-30 @ 09:26 AM		Nicole Streblov	Image Runner C5030	< 1 day	2019-01-30 @ 02:44 PM
32076	dstiemsma@co.dodge.wi.us	2019-01-30 @ 09:39 AM	Sheriff	Curtis Hawkinson	SO, Celebrite pc and keyboard	< 1 day	2019-01-30 @ 09:39 AM
32077	dzirbel@co.dodge.wi.us	2019-01-30 @ 10:11 AM	Sheriff	Spillman Cases	Civil Process Reports	< 1 day	2019-01-30 @ 10:17 AM
32079	bmueller@co.dodge.wi.us	2019-01-30 @ 11:42 AM	Child Support	Shane Van Loenen	CS - Unable to log into appts for Nationwide, provided by HR.	< 1 day	2019-01-30 @ 11:42 AM
32080	bjustmann@co.dodge.wi.us	2019-01-30 @ 01:33 PM		Nicole Streblov	printer needs cleaning	< 1 day	2019-01-30 @ 03:35 PM
32082	bwenzel@co.dodge.wi.us	2019-01-30 @ 02:21 PM	Treasurer	Nicole Streblov	Imagerunner #FA8427 in Treas Office	< 1 day	2019-01-30 @ 03:11 PM
32084	bnewville@co.dodge.wi.us	2019-01-30 @ 02:39 PM	Highway	Ian Dodge	Inform Fuel Download	< 1 day	2019-01-30 @ 02:46 PM
32085	bnewville@co.dodge.wi.us	2019-01-30 @ 03:09 PM		Ian Dodge	Call box for Highway Department	< 1 day	2019-01-30 @ 04:05 PM
32086	jwestphal@co.dodge.wi.us	2019-01-30 @ 03:50 PM	Sheriff	Curtis Hawkinson	#220 Getac	< 1 day	2019-01-30 @ 03:58 PM