

Information Technology
Wednesday, February 6, 2019

Minutes of the February 6, 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, David Guckenberger, Kevin Burnett,

Members Absent /Excused: Mary Bobholz, Tim Kimmel

Also Present: James Mielke, County Administrator; Justin Reynolds, County IT Director

Meeting called to order at 6:01 p.m. by Committee Chair Maly

Public Comment: None

Motion by Guckenberger, 2nd by Burnett to approve the minutes of the January 15, 2018 Committee meeting. Motion carried.

Review, Consider, Discuss and Take Action: Meeting Per Diem(s) Chair Donna Maly – ERP

Project: Motion by Guckenberger, 2nd by Burnett to approve per diems for the following dates:

- January 22, 2019
- January 25, 2019
- February 4, 2019
- February 6, 2019

Motion carried – one abstention (Maly)

Discussion - Information Technology Policies: No action taken. Consensus of the Committee to resume policy discussion in future meetings to provide Justin Reynolds, Information Technology Director, time to review current County IT policies. Committee briefly discussed email records in regards to open records requests.

Update: Courthouse Audio Visual Project: Reynolds provided an update of the project status. He noted, the project is meeting the established timeline. The County project stakeholders met on January 24th to discuss the potential audio/video phone conferencing solution to be used within the courtrooms, and the consensus was to move forward with the solution, as the solution met operational needs. Pro Audio Design and IT Dept. have a status meeting scheduled on February 7th, regarding Request for BID and technical design documents. A design walk-through review is scheduled for February 8th. The program narrative has been completed, design documents are under review.

Wisconsin Counties Association Webinar – Digital Counties Outcomes & What Comes Next:

Mielke/Maly/Reynolds provided an update information regarding the January 21st webinar. Josh Kohlhoff, Justin Reynolds, Donna Maly, and James Mielke participated in the webinar. The webinar was very high level discussion of future technology solutions counties may need to consider, review, and monitor.

2018 Budget Preliminary Review of Carryover Requests: Mielke/Reynolds provided a brief summary of proposed carryover requests. They noted the requests to carryover dollars to the 2019 budget are for the same purpose as originally budgeted.

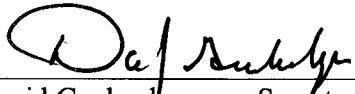
Motion by Guckenberger, 2nd by Burnett to approve carryover requests for the following projects. Motion carried.

- 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 February 6, 2019. (attached) Mielke/Reynolds provided a brief summaries of the ERP, NetSmart, Kronos, Computer, County Boardroom Software, and Courthouse A/V projects. Committee discussed the NetSmart project closure.

Adjournment: The meeting was adjourned at the Order of the Committee Chair at 6:41p.m.

Next Meeting Date: Tuesday Wednesday March 12, 2019 at 6:00 p.m. Room 1A



David Guckenberger, Secretary

March 12, 2019

Date

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 mobile. 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.