

Information Technology
Wednesday, March 12, 2019

Minutes of the March 12, 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, Tim Kimmel,
Mary Bobholz

Members Absent /Excused: None

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

Meeting called to order at 6:00 p.m. by Committee Chair Maly

Public Comment: None

Committee Meeting Minutes: Motion by Guckenberger, 2nd by Burnett to approve the minutes of the February 6, 2018 Committee meeting. Bobholz abstention, motion carried.

Meeting Per Diem(s)

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

- February 14, 2019
- March 4, 2019
- March 5, 2019
- March 11, 2019
- March 12, 2019

Maly abstention, motion carried.

Discussion - Information Technology Policies:

Reynolds provided an update regarding the current (effective / approved) and previously discussed Information Technology (IT) policies, procedures, and guidelines. Maly also provided information regarding IT policies, procedures, guidelines, and best practices. IT Committee shared interest in continually reviewing the (IT) policies, procedures, guidelines, and standards by one (1) “focused-priority” policy category at a determined life-cycle. For the next IT Committee meeting, the Dodge County IT Department will continue to work on gathering information and possible policy consultants for assistance.

Update: GovTech – Digital Counties Survey 2019 – April 4th, 2019

Reynolds provided an update regarding the GovTech – Digital Counties Survey 2019, which Reynolds shared that the survey is a good benchmark for Dodge County Information Technology (IT) to measure the current IT operations with other award winning digital counties & other potential IT industry solutions. Dodge County will submit a survey for 2019. The discussion of the survey is a good practice for learning future IT trends, plus possible recognition for Dodge County and IT operations.

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Update: Courthouse Audio Visual Project:

Reynolds provided an update of the project status. Reynolds noted, the project is meeting the established timeline. Reynolds shared the Courthouse A/V Project Team and Design Consultant have been very involved reviewing the fine details of the Request for BID (RFB) specifications, which was released on Feb 20th, 2019. Mielke/Reynolds shared a dozen (12) interested contractors/vendors participated in the mandatory vendor walk-through on March 1st, 2019. Reynolds shared vendor questions were minimal during the walk-through, and were addressed through a RFB addendum (released on March 4th), which shows the level of detail the Project Team provided in the RFB. Mielke/Reynolds shared the RFB BIDs are due March 20th, which the BID opening at 3:00pm CDT on March 20th.

Update: Information Technology Project Status Report:

Mielke/Maly/Reynolds provided brief summaries of the ERP Financial, HR/ERP System Integration, and Network Infrastructure Projects.

For the **ERP Project**: the IT Committee discussed the ERP monthly progress, project publication #32, status report, and March ERP calendar. Mielke/Maly/Reynolds shared the ERP Project team achievements of the ERP user/security by department, started “functional leads” training, and started utilizing the online learning systems module.

For the **HR/ERP Integration Project**: Reynolds provided information regarding the ongoing work with the HR & ERP Financial system integration, as it relates to the ERP project. Reynolds noted, the project team is addressing working through the detailed interfaces between the two systems/companies.

For the **Network Infrastructure Projects**: Reynolds shared the recent achievements of the IT Network Services team, which included successful completion of the storage area network (SAN) synchronization between the data centers, successful start of replication backups to the DR site in Mayville, firewall configuration migration, successful start of migrating body camera video to the new SAN, and successful March server maintenance updates.

Update: Information Technology Systems Status / Progress Report:

Reynolds provided brief updates on CORE/MAJOR Systems, which majority of Dodge County stakeholders utilize on a regular basis. Reynolds shared the IT Department system goals are to provide reliable, available, updated, secure, and effective technology systems. Reynolds shared recent information related systems used by Human Services & Health, Clearview, Human Resources, Land Resources & Parks, County Boardroom, and through-out Dodge County; such as email and computers systems.

Update: Information Technology Cross-Functional Teams:

Reynolds provided an update regarding cross-functional team building, which is vital to ensure the Information Technology Department is meeting the strategic needs of each operational department of Dodge County. Reynolds shared Dodge County already has established cross-functional teams, which the IT Department will build upon for continuous and collective improvements.

Adjournment: The meeting was adjourned at the Order of the Committee Chair at 6:43p.m.

Next Meeting Date: Tuesday April 2, 2019 at 6:00 p.m. Room 1A
IT Committee Meetings scheduled – 1st Tuesday of each month @ 6:00pm

Donna Maly, Chair

April 2, 2019
Date

David Guckenberger, Secretary

April 2, 2019
Date

PACKET
Information Technology Committee Meeting
Tuesday, April 2, 2019 – 6:00 p.m.
Administration Building
Room 1A – Administration Building 1st Floor
127 East Oak Street, Juneau, Wisconsin 53039

CONSIDER: Department Policies

- Step #1 - Consider updating Information Technology Mission & Vision Statements (*approved 8/23/2006*)
 - **Department Website Statement**

The Information Technology Department for Dodge County is a service oriented department that targets and embraces meeting the dynamic changes of current local government in all avenues. As a professional team we strive to meet the Service Level Agreement that is the baseline for meeting these challenges and opportunities of Dodge County. The Dodge County Call Center is one of the primary tools by which we strive to achieve our objectives and welcomes all communications to assist and meet your technology needs.
 - **Mission Statement**

The primary mission of the Dodge County Information Technology Department is to support and maintain the county information technology infrastructure. This includes providing timely and courteous technical support to all Dodge County employees and departments. The Dodge County Information Technology Department will continually evaluate all new technologies that will improve the security, efficiency and performance of our county departments and personnel. Appropriate cost effective technologies will be presented and deployed as required to meet the mission. The Dodge County Information Technology Help Desk will provide an efficient, courteous and timely response to the technology needs of End Users of Dodge County. Solutions to these needs will be executed to the highest standard of excellence and will be considered the main objective of all staff providing this service.
 - **Vision Statement**

The vision of the Information Technology Department is to become one of the top information technology departments in the state serving government entities. We will know we have achieved the vision objective when department staff is approached by their peers for counsel and advice regarding solutions deployed.
- Step #2 - Consider definitions & categories for Policies, Procedures, Guidelines, & Standards
 - Definitions would classify the different document types
 - Categories would identify the specific topic area
- Step #3 - Consider developing Prioritization Matrix for IT Policies related document

UPDATE: Department Continuous Improvement

- March 12th – 1-Day Audio Visual Experience Conference - <https://www.e4experience.com/chicago19/>
- March 26th – Wisconsin NetSmart Evolve User Group – hosted @ Henry Dodge Building
- April 10th – Wisconsin IT Symposium - <https://www.wisconsinitsymposium.com/>
- April 11th – Digital Counties Deadline: Thursday - www.govtech.com/cdg/digitalcounties2019

UPDATE: Information Technology Projects Status Reports

- ERP Project
- HR & Finance System Integration Project
 - Week of March 25th - Kronos Integration Session (2-day working sessions)
- Network Infrastructure Project
 - Body Camera Storage Migration – Started near Completed
 - County Internet/Phone Service Upgrade – 1Gbps – Mid. March - Next Steps
 - Firewall / VPN – Cut-Over Temporary Scheduled – Postponed
 - Monthly Server Maintenance Updates – April 3rd (*1st Wednesday each month @ 6:00AM*)

UPDATE: Information Technology Systems Status / Progress Reports

- CORE/MAJOR Systems Report
 - Human Service & Health System
 - Clearview System
 - Human Resources System
 - Land Resources & Parks System
- Help Desk Report

Human Services & Health System

- **PPS state reporting:** Alyssa Schultz is currently working on the PPS state reporting for the month of January.
- **Update on billing:** Monica Hooper reported that the month of February has been closed. The fiscal staff will be starting March billing runs soon.
- **Update on open issues:** We are continuing to meet with our client alignment representative from Netsmart, every two weeks regarding our open issues to ensure that they get resolved in a timely manner.
- Monica is working with support on a few support cases affecting billing. Netsmart provided a fix for one of the issues and we are working on testing the fix in development. IT is continuing to work with Netsmart on an issue discovered during the running of the last PPS extracts needed for PPS reporting. We are currently working with Netsmart on troubleshooting the extract process within our PPS test environment.
- **Wisconsin myEvolv user group:** Dodge County hosted the first Wisconsin myEvolv user group meeting on Tuesday, March 26. Scott Miller came on-site to assist with the introductions and discussion. There was a lot of good discussion. Dodge County is hosting the next meeting, which is scheduled on Wednesday, June 19.
- **Update on Meaningful Use attestation:** Alyssa Schultz reported that the Meaningful Use Stage 2 attestation for the second prescriber was successfully submitted.
- Training on the Patient practice portal has been scheduled for Wednesday, April 17.

Human Resources System

- **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:
 - Legislative update 2019Q1 was successfully applied to the development environment on March 22. HR and Finance are currently testing the legislative update. Once testing is complete, IT will schedule the applying of the legislative update to production.
 - HR and Finance are currently reviewing the options on the setup of a fund balance employer fee for Workers Compensation.
 - IT is continuing to work with HR and Finance to provide access to a payroll summary data report.
 - IT is working with HR and Kronos on configuration changes for Compensatory pay.

Dodge County – Email System

- Very inappropriate SPAM emails were reported on (3/2) & (3/9). Dodge County IT is currently reviewing SPAM filtering options short-term and long-term, however time is limited due to renewals and licenses. Long-term, DCIT will review long-term strategic options by analyzing feature and costs.

2019 Computer Replacements

- **Clearview** – All-in-One computers have been delivered, deployment is going well, & good feedback from users.
- **SO Toughbooks** – Delivered, preparing for deployment, scheduling with SO, expected deployment in April.
- **Portal computers** – On-going, one by one, ensure reliable operation.
- **Inmate computers** – Used for legal reference lookup, ongoing lockdown policy work.
- **Highway computer** – Gathering information for purchase
- **Cell phone replacement** – starting to replace outdated cell phones, proceeding department by department.

ACTION: Information Technology Strategic Action Steps

- Approval of Annual Enterprise Agreement
 - 3rd year of the three (3) year contract
 - \$152,198.20 per year

Next Committee Meeting Date: Tentative Date April 9, 2019 Meeting location, Room 1A, First Floor, in the Dodge County Administration Building 127 E. Oak St. Juneau, Wisconsin.

IT Committee Meetings schedule – 2nd Tuesday of each month @ 6:00pm

Adjournment.

PROJECT COST ITEMIZATION FOR COURTROOM A/V PROJECT
April 16, 2019

• Bid Award to Conference Technologies, Inc.....		\$508,500
• Project Contingency (15% of Bid Award).....		\$ 76,275
• Owner Direct Purchases.....		\$ 84,300
HVAC modifications/cooling unit	\$ 7,000	
Courtroom bench countertops	\$20,000	
Portable AV Conference Unit complete	\$ 5,300	
Computers (Evidence, AV Support and Courtroom)	\$15,000	
AV Switches	\$30,000	
Zoom Subscription Cost (annual subscription fee)	\$ 7,000	
Subtotal Owner Direct Purchases.....		\$84,300
Total Project Cost.....		\$669,075

Total Project Budget		\$650,000
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(Established by 2019 Capital Improvement Plan adopted on September 18, 2018.)

RESOLUTION NO. _____

Award Courthouse Audio Visual Project to Conference Technologies, Inc.

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

WHEREAS, Dodge County began planning for upgrades to audio visual technology in the courtrooms in 2018; and,

WHEREAS, through a competitive Request for Proposals process in July of 2018, Dodge County selected Professional Audio Designs, Inc., for consulting and design services; and,

WHEREAS, the Dodge County Board of Supervisors approved hiring a consultant to evaluate needs, design and assist in the preparation of bid documents per Resolution No. 18-38, adopted on September 18, 2018; and,

WHEREAS, the Dodge County Board of Supervisors established a project budget by the adoption of the Capital Improvement Plan 2019-2023, in the amount of \$650,000; and,

WHEREAS, Request for Bids Court A/V Installation, RFB #CR19-01 was developed and released on February 20, 2019; and,

WHEREAS, a mandatory pre-bid meeting was conducted on March 8, 2019, with bids due by March 20, 2019; and,

WHEREAS, on March 20, 2019, bids were opened for the Project with the following vendors submitting bids:

Vendor	Quotation
Conference Technologies, Inc.	\$508,500.00
AVI	\$676,971.32
Marco	\$668,428.97
SKC	\$506,111.91
Tierney	\$617,567.11
Automation Arts	\$685,833.64
Infocor	\$682,709.14

WHEREAS, with the assistance of Professional Audio Designs, Inc., bids were reviewed, references were checked, and a recommendation was made to award the Courtroom Audio Visual Project to Conference Technologies, Inc.; and,

WHEREAS, the Information Technology Committee met on April 2, 2019, to consider the recommendation and the proposed project costs, including contingency and owner's costs, in the amount of \$669,075, as reflected on the Project Cost Itemization, marked as Exhibit "A", attached hereto and incorporated herein; and,

WHEREAS, the Judicial and Public Protection Committee met on April 5, 2019, to consider the recommendation and the project budget as reflected on the Project Cost Itemization, marked as Exhibit "A", and attached hereto; and,

WHEREAS, the Information Technology Committee and the Judicial and Public Protection Committee (“Committees”) jointly recommend to the Dodge County Board of Supervisors that the project be awarded to Conference Technologies, Inc., in the amount of \$508,500; and,

WHEREAS, the Committees further recommend that the Total Project Budget be increased to \$669,075 with the source of the additional funds provided by available sales tax as reflected on the Project Cost Itemization, marked as Exhibit “A”, and attached hereto;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors approve the award for the Project to Conference Technologies, Inc.; and,

BE IT FURTHER RESOLVED, by the Dodge County Board of Supervisors that the Project Budget as reflected on the Project Cost Itemization, marked as Exhibit “A”, and attached hereto, is hereby approved; and,

BE IF FINALLY RESOLVED, by the Dodge County Board of Supervisors that the Dodge County Board Chairman and County Clerk are authorized to enter into an agreement with the selected firm for the Project, subject to the review and approval of the Dodge County Corporation Counsel.

All of which is respectfully submitted this 16th day of April, 2019.

Dodge County Information Technology Committee:

Donna Maly

Timothy Kemmel

Mary Bobholz

Kevin Burnett

David Guckenberger

Dodge County Judicial and Public Protection Committee:

MaryAnn Miller

Eugene Wurtz

Larry Schraufnagel

Dan Hilbert

Thomas Nickel

Dodge County Finance Committee:

David Frohling

Jeffrey Caine

David Guckenberger

Thomas J. Schaefer

Ed Benter

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: Yes X No N/A.

Budget Impact: \$669,075. Finance Committee review date: April 9, 2019. Chair initials: .

Vote Required: 2/3 Majority of Members Elect.

Resolution Summary: A resolution awarding the Courthouse Audio Visual Project to Conference Technologies, Inc., and approving an increase of the Project Budget to \$669,075.