

**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 Kemmel,
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 Kemmel 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.

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.

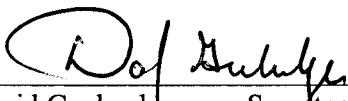
Next Meeting Date: Tuesday April 2, 2019 at 6:00 p.m. Room 1A
IT Committee Meetings scheduled – 1st Tuesday of each month @ 6:00pm



Donna Maly, Chair

April 2, 2019

Date



David Guckenberger, Secretary

April 2, 2019

Date