

PACKET
Information Technology Committee Meeting
Tuesday, May 7, 2019 – 6:00 p.m.
Administration Building
Room 240 (ERP) – Administration Building 2nd Floor
127 East Oak Street, Juneau, Wisconsin 53039

MINUTES Information Technology Wednesday, April 2, 2019
--

Minutes of the April 2, 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,

Members Absent /Excused: Mary Bobholz

Also Present: MaryAnn Miller – District 30 Supervisor, Cathy Houchin – District 21 Supervisor, 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

Committee Meeting Minutes: Motion by Guckenberger, 2nd by Maly to approve the minutes of the March 12, 2019 Committee meeting. Motion carried. Bobholz absent.

Meeting Per Diem(s)

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

- March 15, 2019 (*ERP Actual & Budget Proofing for 2017 & ERP Agenda Review Session*)
- March 19, 2019 (*ERP Date & Process Role Creation*)
- March 21, 2019 (*ERP Security & Excel Assistance*)
- March 26, 2019 (*ERP-HR Integration Vetting*)
- March 27, 2019 (*ERP Project Discussion & PMO Meeting*)
- April 4, 2019 (*ERP Steering Committee Meeting*)

Maly abstention, motion carried.

Discussion - Information Technology Policies & Update:

Mielke/Reynolds shared the Information Technology Mission & Vision Statements, previously approved in 2006. Maly/Kimmel/Guckenberger shared the IT Mission & Vision should be updated with alignment to Dodge County current administrative operations and feedback from the IT Department staff. IT Committee permitted Reynolds to work with the IT Department to develop an updated IT Mission & Vision, and present the DRAFT at the next IT Committee for feedback.

Update – Department Continuous Improvement:

Mielke/Reynolds showed appreciate for an IT staff member attending a 1-day audio/visual conference out-of-state during their personal time in research for the Dodge Co. Courthouse Audio-Visual project. Mielke/Reynolds shared Dodge County Human Services & Health hosted a “User Group” at the Henry Dodge Building with attendees from other counties/organizations utilizing the same software system, which allowed for collaboration, learning-together, and software feature enhancement request opportunities. Reynolds shared that some of the IT staff will be attending the 1-Day Wisconsin IT Symposium in Milwaukee, WI on April 10th. Reynolds shared the initiative to submit an entry for Dodge County into the Digital Counties Survey, by April 11th.

Action – Courthouse Audio Visual Project:

Mielke/Reynolds provided an update of the project status. Reynolds noted, the project's BID opening was March 20th, which Dodge County received seven (7) BIDs, which ten (10) contractors/vendors participated in the mandatory walk-through on March 1st, 2019. IT Committee discussed the RFB BID and BID Tabulation sheet. Mielke/Reynolds shared the Courthouse A/V Project Team reviewed the BIDs, starting with the lowest bidder, with ProAudio Designs to ensure the BIDs meet the Request for BID (RFB) requirements and specifications. Based on a collective reviews, ProAudio provided a recommendation letter for Conference Technology Inc. (CTI) to be awarded the contract for equipment and installation for this project. CTI met the bidder qualification outlined in the specifications document.

Mielke/Reynolds shared the project resolution and exhibit showing the details of the BID (\$508,500), 15% contingency (\$76,275), and the owner direct purchases related to the project (\$84,300); with the proposed total project cost of \$669,075. IT Committee shared appreciate to the Project Team for their time and efforts with this project. IT Committee discussed the overall proposed budget, project schedule, owner direct purchases, and some technical items related to the final proposed exhibit. Supervisor Guckenberger raised a question related to the contingency (15%), which consideration was discussed for follow up at the Judicial and Public Protection, Finance Committee, and County Board meeting(s) to possibly reduce the contingency to provide an overall project budget of \$650,000 or slightly less.

Motion by Maly, 2nd by Guckenberger to “Award Courthouse Audio Visual Project to Conference Technologies Inc. and Approve Total Project Budget” with \$669,075 proposed budget. Motion carried. Bobholz absent.

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**: Mielke/Reynolds shared the updated ERP schedule, which the Highway Department Work Orders Module has been extended. The Highway Department will go-live with work orders on January 1st, 2020. Mielke/Reynolds shared the schedule change will not impact the other go-live dates, and Financials will go-live July 1st, 2019. The ERP Work Order for the other departments will still go-live September 4th, 2019. The Highway extension will allow the Highway Department to onboard new personnel in key vacancies. IT Committee shared their concern regarding the impact of the extension, and hopes to keeping the project under schedule. Mielke/Reynolds shared the extension does not impact the overall schedule, and the extension provides the necessary focus time on the ERP project for both the Financial and Highway department. Guckenberger requested an updated project schedule/charter to review the overall milestones for an overall project status. The IT Committee and Mielke/Reynolds also agreed a review of the project modules schedule/charter at the next IT Committee meeting would be best to understand the overall ERP project achievements and schedule.

For the **HR/ERP Integration Project**: Maly/Mielke/Reynolds shared that the project team is addressing working through the detailed interfaces between the two systems/companies, and with recent discovery meetings have made some good achievements/directions.

For the **Network Infrastructure Projects**: Reynolds shared the body camera storage migration is near complete, 1Gbps Internet/Phone upgrade status/next steps, firewall/VPN migration postponed, and monthly server maintenance updates scheduled for the following morning (4/3). DC IT Dept. is currently working with service provider to improve the new 1Gbps Internet/Phone services by troubleshooting and scheduling test windows with minimum operation disruptions. At this time, DC IT is utilizing the backup Internet connection to minimize on-going phone service disruptions.

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 recent progress for the Human Services & Health, Human Resources, and Email Security systems. After the update, Guckenberger inquired about the approximate number of cell phone throughout the county serviced by the IT Department, which Mielke/Reynolds shared the approximate number is 200+. Guckenberger inquired about a cell phone policy, which Reynolds shared the HR acceptable user policy. IT Committee shared interested in a future IT Committee agenda item related to a cell phone policy.

Action: Information Technology Strategic Action Steps:

Reynolds shared the 3rd year of the three (3) year contract of \$152,198.20 with a major software provider for the county. Reynolds shared the team reviewed the contract line-by-line with the reseller to learn all the itemized products within the agreement. Reynolds shared the IT Department will continue to review this software agreement and other in the future to ensure the County is cost effective and utilizing the software agreements to the fullest strategic potential. IT Committee inquired if the proposed dollar amount was within the budget, and Reynolds confirmed the dollar amount is within the IT Department operating budget.

Motion by Guckenberger, 2nd by Kemmel to process the “3rd year invoice in the amount of \$152,198.20”. Motion carried. Bobholz absent.

Adjournment: The meeting was adjourned at the Order of the Committee Chair at 7:23p.m.

Next Meeting Date: Tuesday May 7, 2019 at 6:00 p.m. – ERP Project Room

IT Committee Meetings scheduled – 1st Tuesday of each month @ 6:00pm

Donna Maly, Chair

May 7, 2019
Date

David Guckenberger, Secretary

May 7, 2019
Date

PACKET
Information Technology Committee Meeting
Tuesday, May 7, 2019 – 6:00 p.m.
Administration Building
Room 240 (ERP) – Administration Building 2nd Floor
127 East Oak Street, Juneau, Wisconsin 53039

CONSIDER: Department Policies & Priorities

- Information Technology Mission, Vision, Core Values, & Strategic Goals
 - DRAFT Versions & Survey

ACTION: Department Continuous Improvement

- April 11th – Digital Counties Survey Submitted
- May 1st – Website Management System, Virtual User Group (Onsite)
- May 15-17th – GIPAW Conference, Fond du Lac, WI (Free/Travel)
- May 15th – Audio/Visual Conference, Milwaukee, WI (Free/Travel)
- May 22nd – HR System User Group, Schaumburg, IL (Free/Travel) (**OUT OF STATE**)
- June 4th – Financial System User Group, Washington County, West Bend, WI (Free/Travel)

UPDATE: Information Technology Projects Status Reports

- Courthouse Audio/Visual Project
 - i. Project Status & Schedule
- ERP Project
 - i. Financial System – Project Status & Schedule
 - ii. Work Orders & Asset Management – Project Status & Schedule
- Finance & HR (Other) System Integration Project
 - i. Week of May 6th – Building Imports & Testing
 - ii. Month of June & July – Building Imports & Testing
- Network Infrastructure Project
 - i. County Internet/Phone Service Upgrade – New Router Requested
 - ii. Firewall / VPN – Cut-Over Scheduled – Early Morning on May 8th
 - iii. Monthly Server Maintenance Updates – May 8th (*1st Wednesday each month @ 6:00AM*)
 - iv. Uninterrupted Power Supply Replacement – Courthouse Technology Closets

UPDATE: Information Technology Systems Status / Progress Reports

- CORE/MAJOR Systems Report
 - i. Human Service & Health System
 - ii. Clearview System
 - iii. Human Resources System
 - iv. Land Resources & Parks System
 - v. Dodge County Email System
 - vi. Computer Replacements
- Help Desk Report

ACTION: Information Technology Strategic Action Steps

- Dodge County Capital Improvement Plan (IT) 2019-2023
- Dodge County Broadband Work Group
- IT Business Systems Analyst (Vacant Database Administrator)
- IT Project Management
- IT Internships

Next Committee Meeting Date: Tentative Date **June 4, 2019** Meeting location, Room# 240 (ERP),
Second Floor, in the Dodge County Administration Building 127 E. Oak St. Juneau, Wisconsin.
IT Committee Meetings schedule – 1st Tuesday –or– 1st Wednesday of each month @ 6:00pm
Finance Committee Meetings – 2nd Tuesday of each month
County Board Meetings – 3rd Tuesday of each month

Adjournment.