MINUTES
Information Technology
Tuesday, June 10, 2019

Minutes of the June 10, 2019 Information Technology meeting held in the Dodge County Administration Building, in Room 240 (ERP), Second Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM

Members Present: Donna Maly, Tim Kemmel, Kevin Burnett, and Mary Bobholz.

Members Absent /Excused: David Guckenberger

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

Previous Committee Meeting Minutes: Motion by Bobholz, 2nd by Burnett to approve the minutes of the June 10, 2019 Committee meeting. Motion carried. Guckenberger absent.

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:
- May 20th, 2019 (ERP PMO Meeting)
- May 29th, 2019 (ERP Tyler Scheduling)
- June 3rd, 2019 (ERP Steering Committee)

Maly abstention. Motion carried. Guckenberger absent.

Action - Information Technology Mission/Vision/Policies Update:
Reynolds provided final DRAFT of the Information Technology Mission & Vision Statements; along with list of core values and strategic (SMART) goals. IT Committee members shared their appreciation to the IT Department's input and direction with the Mission & Vision Statements. The IT Committee also appreciated the IT Department's list of core values, and requested "Diverse" to be added as a core value. Motion by Kemmel, 2nd by Bobholz. Motion carried to approve the 2019 IT Mission, Vision, Core Values, and Strategic Goals.

Action – Department Continuous Improvement:
Reynolds shared appreciation for a team member attending the HR System User Group in Schaumburg, IL. Reynolds shared the HR System is a major/core system of Dodge County. The user group conferences was a great way to learn from other Counties using the same system, learn of system enhancements/roadmaps, and continually learn together and build partnership. Reynolds shared appreciation and information regarding the ERP team attending the Financial System User Group in Washington County, West Bend, WI on June 4th. Overall, the Financial User Group was very beneficial to learn about program enhancements and roadmaps, which included the ERP, Asset Management, and Highway Management solutions. With the possibility of Dodge County being recognized as a Top 10 Digital Counties Survey Winner, Reynolds shared the information National Association of Counties Annual Conference. IT Committee discussed online video recording for meetings, close captioning, and legal compliance regulations. Maly inquired about online audio only options, which the IT Department will review options to present at future meetings.

Update – Information Technology Project Status Report:
Reynolds provided an update of the **Courthouse Audio/Visual Project** status, as of June 10th, 2019. Reynolds shared the project is moving well, and the tasks and milestones are being completed on-time and on-budget. Reynolds shared the only minor delay in the project is the contract with the video conferencing vendor, which is actively being discussed and shared between the two parties legal counsels.

Mielke/Maly/Reynolds provided a status update for the **ERP Financial Project** status, as of the 10th day of June 2019. With the new "Go-Live" date of January 1st, 2020 for all ERP & EAM migration, and the new "System Ready" date of October 18th, 2019. Reynolds shared the updated project overview calendar, and a status update for the early June "quality assurance testing". Reynolds/Mielke shared that the project's new schedule is good, still aggressive, but the team is actively monitoring the progress to ensure the deadlines are met.

Mielke/Reynolds provided a status update for the **ERP EAM Work Orders & Asset Management Project**, as of June 10th 2019. Reynolds shared the non-Highway EAM sessions during the week of June 4th progress. Reynolds shared the Highway EAM research was active during May and June by visiting with other WI counties, and attending Software User Groups. Highway and Information Technology Departments are actively researching the best efficient and effective solution for Highway operations and reporting. As of June 10th, the Highway EAM decision has not be made.

For the **HR/ERP Integration Project**, Reynolds shared that the project team is working through the details, and the ERP team will be actively monitoring the integration project to ensure the priority integrations are a focus.

For the **Network Infrastructure Projects**, Reynolds shared that Dodge Co. will receive a new Internet/Phone Service Router from the Service Provider in mid-July. Reynolds shared the Firewall/VPN upgrades and UPS replacement was completed, which the IT Committee shared appreciation to the team's accomplishments.

Update: Information Technology System Status / Progress Reports:
Reynolds shared Human Service and IT are actively reviewing the features, contracts, and costs analysis between on-premise and hosted solutions. Reynolds shared the Clearview System is working well, no report necessary. Reynolds shared the Human Resources System has some ongoing program adjustments, and on-going integration with the ERP Financial system. Reynolds shared the Land Resources & Parks (LRP) System is working well; version upgrade soon.

Action: Information Technology Strategic Action Steps:
Reynolds shared the IT team is actively planning the 5-year IT strategic projects for the Dodge County Capital Improvement Plan (IT) 2020-2024, and welcomes feedback from the IT Committee. Reynolds plans on presenting the IT CIP 2020-24 details at a future IT Committee meeting. In regards to the 2020 Budget, Reynolds plans on sending a memorandum to the County Department Leaders requesting their 2020 Budget IT related items. In regards to the Broadband Work Group, Reynolds shared the group is also approving the mission and vision of the work group, and is working on a Request for Interest for Internet Services providers to partner with Dodge County to apply for the State PSC Grants.

For the vacant IT Database Administrator, Reynolds shared the IT vision for reclassifying to an IT System Analyst to align IT support with County operations. Reynolds shared IT System Analyst job description examples from other local WI governmental agencies, and the needs for the IT System Analyst to have both operational knowledge along with the system knowledge, which will promote consistency for a support/project point-of-contact partnership for the assigned County departments and the IT System Analyst. Reynolds asked for the IT Committee's approval to move forward with the IT System Analyst job description and HR study for the next steps. Motion by Kemmel, 2nd by Burnett to approve the direction of the IT System Analyst position. Motion carried. Guckenberger absent.
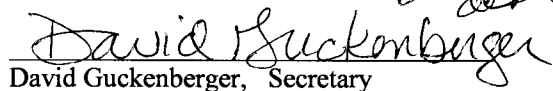
Adjournment: The meeting was adjourned at the Order of the Committee Chair at 7:12 p.m.

Next Meeting Date: Monday July 8, 2019 at 6:30 p.m. – ERP Project Room
IT Committee Meetings scheduled – 2nd Monday of each month @ 6:00pm

Donna Maly, Chair   July 8, 2019
                                                 Date

David Guckenberger, Secretary   July 8, 2019
                                                 Date