

**MINUTES**  
**Information Technology**  
**Monday, September 9, 2019**

Minutes of the September 9, 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, David Guckenberger, Kevin Burnett, and Mary Bobholz.

Members Absent /Excused: Tim Kemmel excused

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, 2<sup>nd</sup> by Burnett to approve the minutes of the Aug. 12, 2019 Committee meeting. Motion carried. Kemmel excused.

Meeting Per Diem(s)

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

- Aug. 19<sup>th</sup>, 2019 GFOA, Dodge Finance Best Practices, ERP PMO
- Aug. 26<sup>th</sup>, 2019 ERP Steering/PMO Meeting
- Aug. 26<sup>th</sup>, 2019 Tyler Update
- Sept. 9<sup>th</sup>, 2019 ERP Steering Committee

Maly abstention. Motion carried. Kemmel excused.

Review, Consider, Discuss, Take Action: Department Policies

Reynolds provided an update regarding the department feedback and budgetary progress in regards to Info-Tech Research Group. Reynolds shared discussions will continue with Info-Tech Research Group for possible assistance with policy templates, contracts review, vendors/solution research, and/or dedicated advisor. The IT Committee shared appreciation with the direction, and look for future updates as the discussions continue. Reynolds provided the IT Committee example NIST Cybersecurity Framework SANS Information Security Policy Templates for future policy considerations and approvals. The IT Committee discussed the cybersecurity documents, cybersecurity threats, on-going training, and new employee on-boarding.

Update, Discuss: Information Technology Strategic Action Steps

For the Dodge Co. IT **2020 Budget**, Reynolds shared with the IT Department 2020 Proposed Budget. The IT Committee walked through the details of the budget from wages, benefits, consultants, software annual costs, 2020 projects, computer replacements, server infrastructure upgrades, and telecommunication accounts. Maly/Committee inquired regarding the on-call-pay and training increases. Reynolds shared the increases were included within the 2020 Proposed Budget. Reynolds shared his appreciation and assistance from the IT Department Team Members, Finance Department, and County Administrators during the creation of the 2020 IT Proposed Budget.

Dodge Co. **Broadband Workgroup**, Reynolds shared from workgroup's Request for Interest (RFI), two providers have been recommended, and a motion for approval will be discussed at the next Executive Committee and Board of Supervisors meeting. The Broadband Workgroup is on target for a successful grant submission for the State of Wisconsin PSC Grant.

Dodge Co. **Municipal/Public Safety Information Technology Support**, Reynolds provided a follow-up report from the CCITC visit in Marathon Co. Reynolds discussed the overall support profile, ownership, and structure of the City-County-Health IT Support Organization. Reynolds shared an update regarding the continued interest from outside agencies looking for sustainable IT support. IT Committee inquired about the benefits and disadvantages of such agreements. Reynolds shared most of the agencies the IT Department partially supports under the current agreements, due to other centralized services and system configurations. In regards to disadvantages, Reynolds shared the County and outside agencies need to balance the right agreements and understanding. Committee requested follow-up on discussions and potential agreements.

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Update – Department Continuous Improvement:

Reynolds provide the IT Committee and approval for the following improvement action steps:

- *complete* - 2019 Cybersecurity Self-Assessment
- *attend* - Wisconsin Counties Association Conference
- *attend* – MS Teams Summit 2019 Chicago (*Out of State Travel*)
- *attend* – GIPAW Fall Conference
- *attend* – Server Infrastructure Proof-of-Concept Briefing – Dec. (*Out of State Travel*)

Maly/Committee inquired about the cybersecurity self-assessment benefits and risks regarding the data. Reynolds shared the assessment is based on researched, best practices, and theory-based answers; which does not release confidential information about Dodge Co. Maly/Committee/Reynolds agreed a follow-up confirmation on the data and access is in the best interest of Dodge Co.

Approval of Attend/Travel Requests - Motion by Maly, 2<sup>nd</sup> by Bobholtz to approve the attendance/travel requests. Motion carried. Kemmel/Burnett excused.

Update – Information Technology Project Status Report:

Sept. 9<sup>th</sup> **Courthouse Audio/Visual Project** status, Reynolds shared the project is continually making progress, but experiencing some challenges. Overall, the project is on schedule with slight delays, and expenditures are within the approved project budget with approximately 70% of the project contingency remaining. As of Sept. 9<sup>th</sup>, the remaining courtrooms have a 3.5-week construction timeframe per courtroom/branch. For the Sept. 9<sup>th</sup> **ERP Financial Project** status, Mielke/Maly/Reynolds shared the ERP power users testing and training, security, workflow, and system-integration is in-progress. GFOA Financial Best Practices sessions are scheduled for Sept. 9<sup>th</sup> & Oct. 7<sup>th</sup>. Tyler Munis 101 Training sessions are scheduled for Friday’s in October. The ERP team will provide an update to the Board of Supervisors on Oct. 15<sup>th</sup>, which the target “system-ready” date is Oct. 18<sup>th</sup>. Reynolds shared the estimated final project balance, and estimated ERP 2019-2020 carry-over balance. The IT Committee shared their appreciation to the functional team, power users, end users, and project team for their time and dedication to the success of the ERP implementation. For the **Highway CHEMS Project**, Reynolds shared the CHEMS project is moving well with the weekly milestones, and projecting toward the target CHEMS “system ready” date of Sept. 30<sup>th</sup>, 2019. For the **Information System Projects**, Reynolds shared the Database team is actively involved with the Financial, HWY, Human Resources (HR), Human Services (HS), Register of Deeds (RoD) and Land-Resources-Parks (LRP) initiatives. In addition, the Information Systems team will be undergoing a database inventory assessment and migration plan, continued discussion with the Human Services system provider, and Human Resources system upgrades. For the **Network Infrastructure Projects**, Reynolds shared the team has received the approved network switches and scheduling the implementation accordingly. The team is finalizing annual licensing, and possible future solutions to enhance online communication. Reynolds shared the team is also finalizing the server infrastructure planning and budgeting; along with alignment of server-directory-policy assessments and configurations.

Future Agenda Items:

Burnett/Maly/Committee requested follow-up on the ERP Project and 2020 Information Technology Department Budget during the next IT Committee meeting.

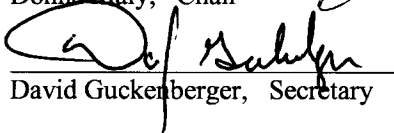
Adjournment: The meeting was adjourned at 7:35p.m.

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

*IT Committee Meetings scheduled – 2<sup>nd</sup> Monday of each month @ 6:00pm*

  
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Donna Maly, Chair

October 7, 2019  
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Date

  
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David Guckenberger, Secretary

October 7, 2019  
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Date