

**MINUTES**  
**Information Technology**  
**Monday, October 7, 2019**

Minutes of the October 7, 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, Kevin Burnett, Mary Bobholz and David Guckenberger.

Members Absent /Excused: Tim Kemmel excused

Also Present: 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

Previous Committee Meeting Minutes: Motion by Bobholz, 2<sup>nd</sup> by Guckenberger to approve the minutes of the Sept. 9, 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 Guckenberger, 2<sup>nd</sup> by Bobholz to approve per diems for the following dates:  
Maly abstention. Motion carried. Kemmel excused.

Review, Consider, Discuss, Take Action: Department Policies

Reynolds provided an initial demonstration of the Dodge Co. Intranet Page to organize policies, procedures, resources, and news per County Departments for employees and supervisor to access securely with their County login credentials. Reynolds shared the IT Department and Dodge Co. Web Governance Team will begin working with the individual departments to build out the documents on the Intranet Page.

Review, Consider, Discuss, Take Action: Department Continuous Improvement:

For WCA 2019 Conference Reports, Reynolds/Committee members provided a report for the sessions attended, such as Broadband Expansion, Next Generation 911, Election Security, and Vendor Marketplace. Committee members also shared the importance of networking with other County Supervisors and Administration.

For State of Wisconsin Cyber Security Training, Reynolds shared the two members of the IT Department will attend an advanced week long information security training provided by the State of Wisconsin, which will provide the IT Department with current information, techniques, and recommendations as it pertains to protecting the County from cyber threats.

Update, Discuss: Information Technology Strategic Action Steps

For the Dodge Co. IT **2020 Budget**, Reynolds shared that no major changes have occurred since the last time the IT Committee last met on Sept. 9<sup>th</sup>, 2019. Reynolds shared that the IT Department continues to monitor the 2019 budget to ensure successful department budget goals and objectives. Reynolds also shared that the IT Department continues to research and gather information regarding the 2020 server-networking-infrastructure and computer refresh cycles.

Dodge Co. **Broadband Workgroup**, Reynolds mentioned the workgroup has been working with the two approved providers to determine the strategic directions and gathering information for a successful grant submission for the State of Wisconsin PSC Grant. Reynolds shared the workgroup's recommendation to partner with the County's Economic Development Group and Jefferson County for the PSC Grant. The partnership of two (2) Counties sharing the Economic Development Group working with the same two (2) Providers allows the grant application(s) the speak to the economic demand for broadband within Dodge Co. and Jefferson Co., while the PSC application(s) will be under the Economic Development Group name the Dodge Co. and Jefferson Co. will be two separate projects. The recommendation 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.

Update – Information Technology Project Status Report:

Oct. 7<sup>th</sup> **Courthouse Audio/Visual Project** status, Reynolds shared the project is on schedule and on budget, as expenditures are within the approved project budget with approximately 60% of the project contingency remaining. Reynolds shared the first three courtrooms have been completed, which the remaining two courtroom have approximately 3.5-weeks per courtroom. Reynolds/IT Committee showed appreciation to all the Courthouse staff impacted by this project, because without their scheduling accommodations the project would be on a different timeframe. As an example, the last two courtrooms will overlap for a week or two weeks ending in October to allow time for the project. Reynolds shared the contractor has been increasing the number of resources to ensure the deadline of Dec. 1<sup>st</sup> for all Courtrooms construction to be completed. Reynolds shared there will be work remaining in December to close the project and for the contractor to provide final programing changes, as-built(s) drawings, and documentation.

Oct 7<sup>th</sup> **ERP Financial Project** status, Mielke/Maly/Reynolds shared the ERP power users testing and training has been completed, and the “System Ready” ...for End Users Training is on-target for Oct. 18<sup>th</sup>. Reynolds shared the Tyler unis 101 Training Session started on Oct. 4<sup>th</sup> with approximately 35 staff members attending the 4 different sessions. The 101 session will continue on Friday’s in October, which will minimize the first login concerns during the End User Training sessions. Mielke shared the ERP team is ready to provide an update to the Board of Supervisors on Oct. 15<sup>th</sup>. Reynolds shared ERP Department Head Training is scheduled on Oct. 23<sup>rd</sup> & 24<sup>th</sup> to provide a basic working knowledge of the new financial system and best-practices. Reynolds shared the project is on schedule and on budget. 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 continually going well, the HWY Department will be working with a CHEMS consultant from another WI County, and the team is balancing the daily/weekly/monthly financial information needed between CHEMS and MUNIS.

For the **Information System Projects**, Reynolds shared database inventory assessment and migration plan is going well, with continued discussions regarding the 2020 Human Services system and Human Resources system upgrades. For the Human Services system upgrade, the discussions regarding hosted versus self-hosted strategic direction has been declared to continue for the next upgrade as self-hosted in the best interest of Dodge County. Maly inquired regarding self-hosting storage capacity and data confidentiality concerns. Reynolds shared the database assessment helped with determining a lower licensing cost for self-hosted for this upgrade.

For the **Network Infrastructure Projects**, Reynolds shared the team is finalizing the server infrastructure planning and budgeting; along with alignment of server-directory-policy assessments and configurations.

For the **Technology Services Projects**, Reynolds shared the team is finalizing the computer refresh cycle proposals and budgeting; along with replacing older copiers/image-runners for a few Dodge Co. Administration Departments.

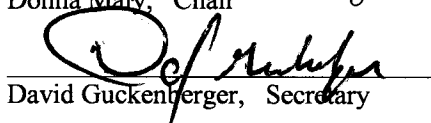
Next Meeting Date: Monday November 11, 2019 at 6:00 p.m. – 1<sup>st</sup> Multipurpose Room F&G

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

Adjournment: The meeting was adjourned at 6:58 p.m.

  
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Donna Maly, Chair

November 11, 2019  
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Date

  
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David Guckentferger, Secretary

November 11, 2019  
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Date