

PACKET
Information Technology Committee Meeting
Tuesday, December 3, 2019 – 5:30 p.m.
Administration Building | 1st Floor | Room# 1F & 1G
127 East Oak Street, Juneau, Wisconsin 53039

MINUTES
Information Technology
Monday, November 11, 2019

Minutes of the November 11, 2019 Information Technology meeting held in the Dodge County Administration Building, in Room# 1F & 1G First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM

Members Present: Tim Kimmel, Kevin Burnett, Mary Bobholz and David Guckenberger.

Members Absent /Excused: Donna Maly excused

Also Present: Justin Reynolds – County IT Director

Meeting called to order at 6:00 p.m. by Committee Vice Chair Mary Bobholz

Public Comment: None

Previous Committee Meeting Minutes: Motion by Guckenberger, 2nd by Burnett to approve the minutes of the Nov. 11, 2019 Committee meeting. Motion carried. Maly excused.

Meeting Per Diem(s)

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

Maly excused/abstention. Motion carried.

Review, Consider, Discuss, Take Action: Department Policies

Reynolds presented the Small Enterprise (SE) Management Bundle Membership with Info-Tech Research Group, which Reynolds shared would provide the Dodge Co. IT Department industry leading technology polices, solution research, contract reviews, dedicated research analyst, and information technology board committee workshop agenda guidelines. The IT Committee was all-in-agreement to move forward with the annual subscription, and measure the effectiveness after the initial term.

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

For the State of Wisconsin grant funded Cyber Security Training, Reynolds provided an overview of the week training that Dodge Co. Network Administrator and IT Director attended Oct.14-19. Reynolds shared the material was well organized and presented, which provided Dodge Co. helpful information on incident handling, scanning, exploitation, and access controls mechanisms. Reynolds shared the overall objectives of the State of Wisconsin Cyber Response Team.

For the MS-ISAC 2019, Reynolds provided a DRAFT self-assessment questioner regarding cybersecurity, which is sponsored by the NIST, CSF, and DHS. Overall, Reynolds shared Dodge Co. is informally preforming the recommended cybersecurity best practices, and will focus efforts on developing documented Cybersecurity/Technology policies. Guckenberger shared his interest in developing a Cell Phone policy. Reynolds shared the Info-Tech Research Group policy templates will assist the IT Committee and Department in developing balanced polices, like a Cell Phone and documented Password policy.

For the vacant IT Systems Analyst Position, Reynolds shared the Dodge Co. Information Technology Department will conduct six (6) first round interviews, and invited the final candidate(s) to meet the IT Department members. Overall, the IT Systems Analyst position had eighteen (18) interested candidates, while thirteen (13) candidates applied.

Update, Discuss: Information Technology Strategic Action Steps

Dodge Co. **Broadband Workgroup**, Reynolds shared the State of Wisconsin PCS Grant application is due in December, and the workgroup has been working with the two approved providers to determine the strategic site location for a successful grant submission for the State of Wisconsin PSC Grant.

Update – Information Technology Project Status Report:

Nov. 11th **Courthouse Audio/Visual Project** status, Reynolds shared the project is on schedule and on budget. Reynolds shared the contractor has been increasing the number of resources to ensure the deadline of Dec. 1st 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.

Nov. 11th **ERP Financial Project** status, Reynolds shared the ERP End Users Training started on Oct. 18th, and the Tyler Munis 101 Training Session were well received and reduced staff first login concerns. Reynolds shared ERP Department Head Training on Oct. 23rd & 24th was also well received, which provided a high overview the new financial system and best-practices. Reynolds shared the project is on schedule and on budget. Reynolds shared that the November End User Purchasing, Invoice 101, Contract Entry, and Asset Management sessions went well with some challenges, but overall on-target with the priority goals and schedule of the ERP Project.

For the **Highway CHEMS Project**, Reynolds shared the CHEMS project is continually progressing well, the HWY Department work with the CHEMS consultant from another WI County has been helpful, and the team is balancing the daily/weekly/monthly financial information needed between CHEMS and MUNIS.

For the **Network Infrastructure Projects**, Reynolds shared the team is continually finalizing the server infrastructure planning and budgeting; along with alignment of server-directory-policy assessments and configurations. Reynolds shared the approval request for purchase and financing is targeting December or January IT Committee meeting.

For the **Technology Services Projects**, Reynolds shared the team is continually finalizing the computer refresh cycle proposals and budgeting, and the approval request for purchase and financing is also targeting December or January IT Committee meeting.

Next Meeting Date: Tuesday December 3, 2019 at 5:30 p.m. – 1st Floor Multipurpose Room F&G
IT Committee Meetings scheduled – 2nd Monday of each month @ 6:00pm

Adjournment: The meeting was adjourned at 6:59 p.m.

Donna Maly, Chair

December 3, 2019
Date

David Guckenberger, Secretary

December 3, 2019
Date

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UPDATE DISCUSS: Department Policies

- Department Policies Goals for 2020

UPDATE, DISCUSS: Department Continuous Improvement

- IT Systems Analyst Position Update

UPDATE, DISCUSS: Information Technology Strategic Action Steps

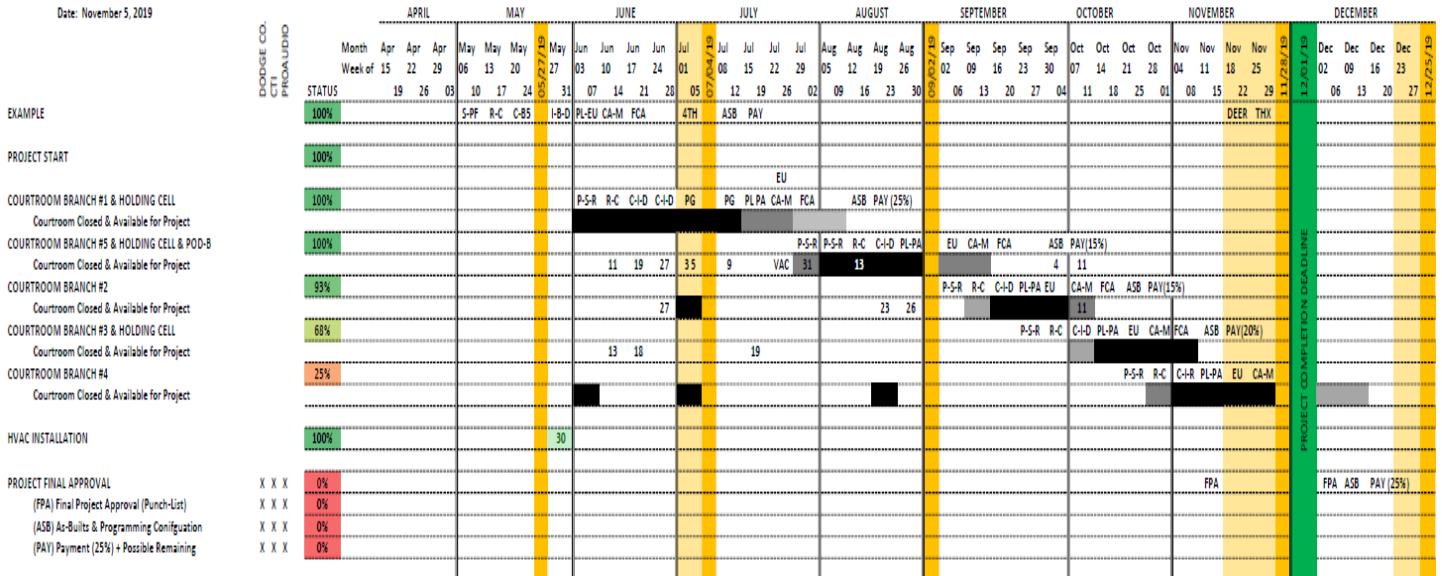
- Dodge County Broadband Work Group Update
- Dodge County Municipal/Police Department IT Support Agreements

UPDATE: Information Technology Projects Status Reports

- Courthouse Audio/Visual Project
 - o Project Status & Schedule
 1. Courtroom Branch #1 – go-live 8/7/2019
 2. Courtroom Branch #5 – go-live 9/16/2019
 3. Courtroom Branch #2 – go-live 10/21/2019
 4. Courtroom Branch #3 – go-live 11/11/2019
 5. Courtroom Branch #4 – go-live week of Dec. 1st
 6. Budget (*on-target with 60% of contingency remaining*)
 - a. *Potential carry-over budget for spare parts and final adjustments*

DODGE COUNTY - COURTHOUSE AUDIO-VISUAL PROJECT 2019

Date: November 5, 2019



- ERP Project

- Project Status & Schedule

1. Functional Team – June/July Testing & Training – COMPLETED
2. Power Users – Aug/Sept/Oct Testing & Training – COMPLETED
3. GFOA Financial Best Practices Quick Reference – COMPLETED
4. Tyler Munis 101 Training – Friday’s in October – COMPLETED
5. Board of Supervisors – Oct. 15th ERP Update – COMPLETED
6. **System Ready (Oct. 18th) for End User Training – READY**
7. Tyler Munis 201 Training - Department Head Training Oct. 23rd & 24th – COMPLETED
8. End Users – Oct/Nov/Dec Training
 - a. End User Purchasing – Nov. 4 Week – COMPLETED
 - b. Invoice 101 – Nov. 11 – COMPLETED
 - c. Contract Entry – Nov. 12 Week – COMPLETED
 - d. Asset Management – Nov. 18 Week – COMPLETED
 - e. Accounts Payable – Dec. 2 Week – IN-PROGRESS
 - f. Approvals Training – Dec. 9
 - g. Accounts Receivable – Dec. 11 Week
 - h. Projects & Grants – Dec. 16 & 17
 - i. 2020 Purchasing Open Lab – Dec. 18 & 19
9. ERP System Integration – ON-GOING
 - a. HR System
 - b. Other systems
10. ERP Budget
 - a. Milestone 1.3 – Design & Build – COMPLETED

- Information Systems Projects

- Highway DOT CHEMS Project Schedule
 - Database Inventory Assessment & Migration Plan – report & recommendation soon
 - Human Services – Self-Hosted 2020 – Contract Discussion
 - Human Resources – 8.1 Upgrades (flash end-of-life 12/2020)

- Network Infrastructure Projects

- Server & Core Networking Infrastructure Proposals & Financing
 - Dec. 2019 or Jan. 2020 Board Approvals

- Technology Services Projects

- Computer Replacement Proposals & Financing
 - Dec. 2019 or Jan. 2020 Board Approvals

CONSIDER: Future Agenda Items

Next Committee Meeting Tentative Date: Monday January 13, 2019.

Location: Room# 1F & 1G, First Floor, in the Dodge Co. Admin. Building 127 E. Oak St. Juneau, WI.

IT Committee Meetings schedule – 2nd Monday of each month @ 6:00pm

County Board Meetings – 3rd Tuesday of each month