MINUTES
Information Technology
Tuesday, June 2, 2020

Minutes of the June 2, 2020 Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:30 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person)*, Donna Maly (*phone*), Tim Kemmel (*in-person*), Kevin Burnett (*in-person*), Robert Boelk (*phone*).

Members Absent /Excused: None

Also Present: Justin Reynolds – County IT Director (*in-person*)

Public Comment: None

Previous Committee Meeting Minutes:

Motion by Burnett, 2nd by Kemmel to approve the minutes of the June 2nd, 2020 Committee meeting. All in favor, motion carried.

Meeting Per Diem(s): None

Department Policies:

Discuss IT Governance & Development Policy

Reynolds shared his appreciation regarding the approval of IT Governance Framework from the previous IT Committee meeting. Reynolds inquired about the IT Committee's thoughts regarding the next steps for the IT Governance & Development process. For IT Policy prioritization, Reynolds discussed the list of potential policies tied to compliance, define the potential policy risks, and then develop a roadmap of IT policy development with IT Department, County Leadership, and IT Committee approvals. Guckenberger shared the IT Policies has been a work in progress for the last two years, and recommended possibly scheduling an IT Committee Policy Workgroup sessions to work through the development. Burnett inquired about draft IT Policies to assist with the discussion and development process. The IT Committee discussed and is targeting draft polices be developed by September 2020. Once the drafts have been presented, the IT Committee will consider possible workgroup sessions.

Department Continuous Improvement & Recognition:

Update on Digital Counties 2020 Survey

Reynolds shared the IT Department successfully submitted an entry to the Digital Counties 2020 Survey by the June 1st, 2020 extended deadline. Reynolds shared the Digital Counties Survey is good benchmark measurement for Dodge County in reference with County Government and Technology Industry movement. Like 2019, Reynolds shared Dodge County has another great opportunity to be recognized, especially with the completion of the ERP Financial and Courthouse AV Projects.

Update on FCC COVID-19 Telehealth Funding Program & USAC Rural HealthCare Funding Program

Reynolds shared Dodge County has been in contact with USAC regarding our application, and that Dodge County should hear from USAC soon regrinding Human Services (Public Health) and Clearview eligibility.

Completion of Human Services Server Migration Project & Courthouse Audio/Visual Project

Reynolds shared the Human Services Server Migration and Courthouse Audio/Visual Project are officially successfully completed. The IT Committee shared their appreciation, and requested the County employees receive recognition. Reynolds shared the names of the Human Services, Courthouse, Corporation Counsel, and Information Technology staff members making a difference for the County and projects. Reynolds shared Human Services' leadership, assistance, scheduling, communicating, and testing the server migration was a key factor in the successful migration. Reynolds shared Courthouse staff were very helpful throughout the project, provided feedback, and coordinated Court house operational schedule adjustments, which was a key factor in the project under budget and within schedule. Reynolds shared Corporation Counsel's involvement and projects specifications (design, timelines, deliverables, BID) were a major factor in the successful delivery. IT Committee and Reynolds shared their appreciation to Human Services, Courthouse, Corporation Counsel, Information Technology, and others for their efforts and involvement in making a difference.

Information Technology Strategic Action Steps:

Update on IT Budget Report – June 2020

Reynolds provided an executive one-page (Jan. to Apr.) IT budget report from the new ERP Financial system, which showcased the IT Budget to be within target and expenditures around 40% for the year.

Update on 2021 County IT Initiative Discussions with Departments

Reynolds shared the IT Department will be meeting with County Deartment Leadership in preparation for the 2021 Budget. Reynolds shared the discussions will be around annual IT expenditures, future strategic initiatives, and potential technology efficiency projects. Reynolds shared the IT Department met with the Sheriff's Office for their annual IT budgetary discussion.

Information Technology Strategic Action Steps:

Update on IT Monthly/Weekly Team Tentative Schedule
Reynolds provided a high level executive summary of the IT Department's monthly/weekly team schedule, which Reynolds shared are consistent collaboration touch-points for continuous improvement. Reynolds shared the goal is to stay connected and maximize progress.

Information Technology Project Status Report:

Update on ERP Project
Reynolds shared the ERP Project is in the final project stages. The current scheduled trainings are bank reconciliation and budget building. As of June 2, 2020, Reynolds shared the ERP Project Budget is projected to be under budget by approximately $300,000 or more.

Update on Technical Services Project
Reynolds shared the Technical Services deployment of the 2020 Computer Refresh is approximately 50% completed, and the team will work with the remaining departments/individuals to minimize any disruption to operations.

Update on Data Information System Projects
Reynolds shared the Human Resources Benefits Enrollment Portal project is in progress, slow moving making some corrective system adjustments, but the project is on target for fall 2020. Reynolds shared the Human Resources v8.1 System Upgrade Migration has the kick-off call scheduled June 25th, and the new servers build has started, which the target completion is fall-2020. Reynolds shared the IT and Finance department are discovering the migration plan for the AS400 relative data information to a long-term retention database. Reynolds shared the team is the "discovery" phase of the potential project, which will define the type of data and requirements for the migration. Reynolds shared the target project timeline is late 2020 or early 2021.

Update on Network Infrastructure Projects
Reynolds shared majority of the 2020 Network Infrastructure Refresh hardware has been delivered, IT is working with Corporation Counsel on the legal language within the Statement of Work, and the target completion of the projects are July, 2020. Reynolds shared that the disaster recovery site is included and following the 2020 Network Infrastructure Refresh.

Review IT Department Projects Executive Summary
Reynolds provided a high level executive summary of the IT Department's Projects Roadmap and Requests.

Review IT Contracts and Agreements Summary
Reynolds provided a summary list of the current IT Contracts and Agreement in review, discussion, and pending approval. The list included Internet/voice services, infrastructure statement of work, Internet filtering, surveillance install, copier contracts, phone console software agreement, and computer policy assessment. The IT Committee discuss the copier contract, which Reynolds provided a summary of the County's copier cost analysis, progress, audit proposal, and replacement cycles.

Future Agenda Items: None

Next Meeting Date: Tuesday, July 8th, 2020 at 5:30 p.m. – 1st Floor Multipurpose Room#1H & 1I Auditorium
IT Committee Meetings scheduled – 1st Tuesday of each month @ 5:30pm

Adjournment: Motion by Burnett, 2nd by Boelk to adjourn the meeting at 6:30 p.m. All in favor, motion carried.

David Guckenberger, Chair — Date: July 8, 2020

Tim Kemmel, Secretary — Date: July 8, 2020