



COMMITTEE MEETING MINUTES
WRIGHT COUNTY TECHNOLOGY COMMITTEE

Wednesday, January 26, 2022

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| Christine Husom | District 1 |
| Darek Vetsch | District 2 |
| Mark Daleiden | District 3 |
| Mary Wetter | District 4 |
| Mike Kaczmarek | District 5 |

DATE APPROVED: [DATE]

Members Present: Commissioner Darek Vetsch, Commissioner Mark Daleiden, Matthew Fomby, Mark Kellogg, Lee Kelly, Mike MacMillan, Todd Hoffman, Tanya West, Steve Jobe, , Elizabeth Karels, Barry Rhineberger, Christine Partlow, Lindsey Meyer

Members Absent:

Others Present: Rebecca Murphy, Michael K. Jancikla, Shawna Athman, James B. O'Dell, Frank L. Petitta, Jr, Heidi Staunton, Jeremy Kringler, Zachary Breyen, Danitra Nodland, Jesus Castillo, Scott Weiland, Schawn Johnson

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD

I. Announcements

Matthew Fomby, IT Director, updated that as part of the County reorganization, Projects is now their own department, which is led by Elizabeth Karels, Project Administrator, and currently consists of five Business Analysts (BA) with the plan to add an intern.

RECOMMENDATION: Informational Updates

II. Capital Improvement Process (CIP)

Elizabeth Karels, Project Administrator, noted that she is working on process enhancements to align with best practices and to be more transparent.

RECOMMENDATION: Karels to roadmap future CIP process.

III. Project Updates

The Website Redesign was discussed by Elizabeth Karels, Project Administrator. She noted that the new design launched last Thursday, January 20, 2022. Design was discussed. Christine Partlow, Business Manager, noted that the large bar at the bottom of the screen does not allow for a lot of room to see other items when working on a laptop because it takes up a lot of space. Jeremy Kringler, Business Analyst (BA), noted that the graphics in relation to the content could be analyzed to ensure content is seen first. Commissioner Vetsch concurred with the space. James O'Dell, Technology Supervisor, noted that when a user searches by Department at the top of the screen, Health & Human Services is located at the bottom and you have to scroll to find their department. Karels noted that navigation will be updated with content consulting.

Jeremy Kringler, Business Analyst (BA), provided updates on the CAMA Project (Assessor's portion). They are currently in a holding pattern because the Assessor's office is finishing up year-end work. Because Tyler is the system of record for everything, there is work being done to eliminate some dual entry between Avenu and Tyler. Additional workflows will be setup in Tyler to help eliminate some of the SharePoint needs. Commissioner Vetsch asked Lindsey Meyer, Finance Director, why the County is still going with MNCCC for Tax. Kringler stated that he needs clarification if we can

have two contracts, one for Tyler and one for MNCCC. Meyer stated that Tyler or MNCCC should have addressed that. Meyer also noted that Tyler indicated a \$90,000 savings on implementation going through MNCCC with a \$10,000 higher annual fee going direct with Tyler. She indicated that she had reached out to Elizabeth Karels, Project Administrator, for help in making a decision on what is best for the County. Commissioner Vetsch asked if MNCCC would be the governing body or would the County be able to make our own decisions. It was noted that MNCCC would provide best practices and data standards. Commissioner Vetsch wants this moved on swiftly since it has been hanging around for a couple of months. Kringler asked Meyer if there was a list of counties who were going to sign with MNCCC and she noted that there was no way to know. Meyer also indicated that the contract with MNCCC is ready to sign.

Mark Kellogg, IT Technical Services Manager, provided an update regarding the new Government Center. He noted that it is coming along nicely and that there has been a lot of movement in the past couple of weeks. A building ownership date of March 1, 2022 has been proposed but is still unofficial, and no concrete move in date has been set. As supplies are arriving, they are being installed almost immediately. The wiring closets are finished. There are some struggles with items being damaged or the wrong style and work is being done with the vendors to get this fixed. IT is also working on prioritizing the conference rooms to see which ones can be fully complete at move in. Alternative plans will be made if conference rooms are not available. TEAMS would be a backup, if needed, for internal meetings. The Boardroom may still need to be utilized in the current building if the Boardroom in the new building is not complete at the time of move in.

Event Scheduler was updated by Zachary Breyen, Business Analyst (BA). Breyen recently took over this project from Kevin Kaszynski, Business Analyst (BA), who recently left the County. Breyen noted that the monitors and screens were all installed, except for one ADA compliant mount, which should arrive later this week. The kiosk is also there, but waiting for "rubber feet." HHS and License Center are both good to go and on target.

TeamDynamix, TDx, was presented by Becki Murphy, Project Portfolio Analyst. Murphy noted that TDx was implemented on December 15, 2021 and Phase 1 is now complete. Phase 2 is scheduled for January and February for refining incremental changes, useability and reporting. Phase 3 is in the pipeline for additional capabilities.

Scott Weiland, Business Analyst (BA), discussed the Recorder project. Marital records are complete. Birth records and death records are being ingested through 2022. 42% of total books has been fully digitized and the project is currently about 25% under budget.

Lee Kelly, County Administrator, updated the Committee on Enterprise Resource Planning (ERP). The Statement of Work with Sierra-Cedar was approved with Phase 1 to start on February 18, 2022. In the Trading Post yesterday, January 25, 2022, Tony Kothlow, the new Project Manager, was introduced. He was contracted from an outside entity. Teams are being ramped up to keep going on this project. The estimated rollout is 6-9 months for financials and other aspects. It was also noted that there has been a good working relationship with Sierra-Cedar.

Recommendation: Karels and Meyer to collaborate and make a decision on best option between MNCCC and Tyler for Tax.

IV. 2022 Project Portfolio

Rebecca Murphy, Project Portfolio Analyst, noted that the majority of projects are in process. A couple are on hold due to other project dependencies. The discretionary list was reviewed with no questions asked. Six Technical Compliance projects were reviewed with no questions as well. There were no pending projects for this team to review. For 2022, estimations currently include 32 targeted completions, 80 defined plans, 389 defined tasks, 5 requests on hold, 5 requests in process and 2 targeted completions for 2023.

RECOMMENDATION: Informational Updates**V. TeamDynamix Project Planning Workflow**

Workflow steps were reviewed by Rebecca Murphy, Project Portfolio Analyst. The steps consist of Initial, Assessment, Assessment Review and Approval, Add to Portfolio, Scheduling and Convert Request to Project. Commissioner Vetsch asked how this aligns to the current CIP Process. Elizabeth Karels, Project Administrator, noted that we will not have CIP requests in the future, unless an emergency. Future state CIP is approved at the same time as operating budgets. James O'Dell, Technology Supervisor, asked if future process would involve different templates, ie five-year plan. A five-year plan may not have all of the information like a short-term request and can be refined over the years. Murphy noted that they would have a workflow for that. The only actual approval in TDx would be for items for the next year.

RECOMMENDATION: Informational Updates**VI. 2021 Project Summary Review**

Rebecca Murphy, Project Portfolio Manager, updated the group with the 2021 year-end review. In 2021, there were 29 total projects, 20 completed projects, 16 new projects and 8 cancelled projects. The top five projects in 2021 by IT hours spent accounted for 65% of all 2021 Total IT projects. The five projects were ERP implementation, PPM & ITSM Solution, Assessor – CAMA, convert workflows from Nintex to Power Automate and Sheriff – RMS/CAD Discovery & Analysis. 2021 key projects included the Justice Center, FBI – Sheriff office range and training facility, and Wright County Sheriff Office (WCSO) – Back-Up Dispatch Center. 2021 new project key implementations included Health & Human Services (HHS) – Contact Center Replacement, Records – Land Notification, Parks and Recreation reservation system, and facility key management – Justice Center. 2021 key upgrade and Technology Compliance included Planning & Zoning – CityView Platform Change, SharePoint 2019/Hybrid Upgrade, iSeries (AS400) hosted.

RECOMMENDATION: Informational Updates

Respectfully submitted,

Danitra Nodland