



**COMMITTEE MEETING MINUTES**  
**WRIGHT COUNTY TECHNOLOGY COMMITTEE**

**Wednesday, February 24<sup>th</sup>, 2021**

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

**DATE APPROVED: [DATE]**

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**Members Present:** Commissioner Mark Daleiden, Commissioner Darek Vetsch, Lee Kelly, Sue Vergin, Matthew Fomby, Mark Kellogg, Pat Spaude, Steve Jobe, Mike MacMillan, Jami Goodrum Schwartz, Patsy Waytashek, Todd Hoffman, Lindsey Meyer, Elizabeth Karels,

**Members Absent:** Bob Hiivala

**Others Present:** Michael Janckila, Heather Lemieux, Shawna Athman, Christine Partlow, James O'Dell, Rebecca Murphy, Andrea Benedict, ConnieMae Cooper, Heidi Staunton, Jeremy Kringler, Kevin Kaszynski, Ryan Kotila, Jen Rasset

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

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**I. Project Updates**

Andrea Benedict, IT O365 Architect, updated the Committee that the SharePoint 2019 Upgrade project is in closure status. There are some residual tasks that are awaiting updates from Microsoft to be resolved, these are set to be completed in the near future.

Andrea Benedict also touched on the CAMA project. The vendor has assigned a Team to the Wright County project. The Implementation Kick Off has a preliminary date of late April. The vendor discussed new modules available for wind solar taxation that our County Assessors deal with. Commissioner Daleiden asked for clarification of the timeline of the process, which Benedict provided with an estimation of 6 months.

The Administration Event Scheduler was covered by BA (Business Analyst) Kevin Kaszynski. The Health & Human Services (HHS) portion of this initiative will move forward once the Contact Management Center project has been implemented. Kaszynski stated that the County Finance group is also looking into utilizing the Acuity platform for the Passport Photo Scheduler.

The Health & Human Services (HHS) Contact Management Center, previously referred to as Call Center, was updated by Kevin Kaszynski. HHS is actively engaged in training; User Acceptance will kick off on Monday, March 1<sup>st</sup>. Reports capabilities are also being reviewed with the Vendor. Commissioner Daleiden questioned if this product could be used by other Departments in the future. Christine Partlow, HHS Business Manager, replied that Departments would be able to utilize the software; the product has the ability to provide individual department administration and customization.

The New Government Center Technology was reviewed by IT Manager Mark Kellogg. CISCO equipment needs are being finalized with contractors and vendors. Kellogg has conducted tours for IT staff which has proved beneficial. He also touched on the discussed topic that the Government Center move in date has been changed to January 2022.

The Enterprise Resource Planning Project (ERP) was reviewed by Lee Kelly, County Administrator. UAT (User Acceptance Testing) is being worked through and is expected to ebb and flow as various items are reviewed,

continuing through April. Late March will be the decision point to determine if there is a Go / No GO of the HCM (Human Capital Management), Financial, and Procurement pieces of the ERP. Training is being reviewed with the Maverick vendor; customized training will be utilized for items that many staff members will be needing to take – such as Timesheet review.

**RECOMMENDATION: Informational Only**

**II. Solution Architect Updates**

Matthew Fomby, IT Director, updated that the IT Department has proceeded with the Microsoft Enterprise Agreement renewal as discussed at the previous meeting. The new agreement will provide savings in Windows Operating System as well as comprehensive security features. Recognizing the investment in the Microsoft products, Fomby and Andrea Benedict, O365 Architect, will be restarting the O365 Governance Committee. The O365 Governance Committee was originally formed to get O365 up and running, the reconstituted committee will focus on ensuring we make consistent, gradual enhancements with the product, meetings will be held quarterly, with members consisting of Department Head or 1 designated representative. There will also be a O365 Steering Committee that will meet monthly, made up of County Staff with technical backgrounds. The O365 Steering Committee will gather information on impacts of products, providing guidance for the big picture decision making of the O365 Governance Committee. Fomby questioned if the Technology Committee members had any concerns or questions, none were brought up. Christine Partlow, HHS Manager, thanked Fomby for restarting the group.

Benedict then brought up the review of Microsoft Apps, these are products that staff members have indicated they would like to see developed for use. She noted that some of the products are not available to us in the Government O365 environment, but for the products that are she is developing an Intake process, with a form in the works. Presently Planner is being tested with Todd Hoffman, Sheriffs Office. The process is to see how it works on the staff member level, to then develop Job Aids for that, also see how various products act on a lower level in regards to the infrastructure of the environment. Inquires for Microsoft Apps should be sent to Benedict.

ConnieMae Cooper, ECM (Enterprise Content Management) Architect updated the committee on various projects within the County. The highlight was DocuSign for the Business Relief Grant Process which allowed the entire process to be totally paperless. The process has taken in 237 applications, has automated 3000 supporting documents, over 180 agreements were created, and 140 signed applications with payment being able to be issued. This paperless system allowed over 80% of the applications to see a 24-hour turnaround. Commissioner Vetsch commented that he has heard it has been very well received on both staff and citizen sides. Commissioner Vestch questioned if there is future use of this tool across the County. Cooper and Fomby provided that there are costs that should be considered when using this product, it is very efficient but interested parties should contact Cooper for a cost analysis, to which Vetsch agreed. Cooper is working on several other initiatives across the County as well. Archiving training, expanding access between Local Police Departments and HHS, working on official records with Administration for official signature and seal, processes between the Judges and Court Services, Surveyors projects, and several inquires from Risk Management.

**RECOMMENDATION: The Committee approved the restart of the O365 Governance Committee and O365 Steering Committee as described by IT Director Fomby.**

### III. New Project Requests

One new project request was reviewed by Rebecca Murphy, IT. The Facilities Team would like to expand the Key Management System to the New Justice Center and the New Government Center. This project has been approved by Sue Vergin, Assistant County Administrator, as the funds are coming out of the Facility Budget. They will begin with the Justice Center now and work on the New Government Center when that time approaches. No installations will be done in old buildings that are set to be vacated. Discussion resolved around the system being easy to use, providing exceptional security measures allowing the right people to have the right access at the right time. Once in the new building other departments can also utilize it, with expansion done very easily and securely. Hoffman noted that the software and equipment would be very useful for County Fleet Key management. The Committee was in favor of the project moving forward.

**RECOMMENDATION: Informational Only, move ahead with project.**

### IV. 2021 Project Portfolio Summary

Rebecca Murphy reviewed the Project Summary with the Committee focusing on a few items. The SharePoint Upgrade project, as mentioned is in the closure status, which will free up staff time to move to other initiatives. The Sheriff RMS Discovery and Analysis was discussed to be placed at a prioritization of third among County projects. Fomby and Commissioner Daleiden stated, with Committee agreement, that the importance of the project is necessary of that placement. The Website Redesign was discussed with Vergin noting that Pat Spaude and Mike Janckila (both IT), and herself met with the new CivicPlus representative and began the process steps of the redesign, this meeting allowed the project to gain a good start with both the County and vendor being on the same foot. Commissioner Vetsch stated that he would like fresh perspectives of Citizen Focus Groups to ensure the County has the citizen perspective of how easy the website is and what areas people want to get to the most. Vergin replied that in 2018 the County conducted a successful survey which produced good response with good feedback. She stated that the County can replicate this process again to provide fresh perspectives. The Committee was in agreement with the Portfolio Summary and Prioritization.

**RECOMMENDATION: The Sheriff RMS Discovery and Analysis be placed at a prioritization level of three among County Strategic projects.**

### V. Project Milestones

Rebecca Murphy updated the Committee that a new communication tool will be used to provide members and staff with a quick glance at where a project is sitting in regards to hitting major milestones.

**RECOMMENDATION: Informational Only**

Respectfully submitted,

Jennifer Rasset