



COMMITTEE MEETING MINUTES

WRIGHT COUNTY TECHNOLOGY COMMITTEE

Wednesday, May 26th, 2021

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 Mark Daleiden, Commissioner Darek Vetsch, Matthew Fomby, Mark Kellogg, Pat Spaude, Alan Wilczek, Jami Goodrum Schwartz, Mike MacMillan, Virgil Hawkins, Shawna Athman, Greg Pickard, Steve Jobe, Tanya West, Brian Lutes, Lindsey Meyer, Elizabeth Karels

Members Absent:

Others Present: Becki Murphy, Michael Janckila, Cindy Hohl, Heather Lemieux, Jessi Miller, Kevin Kaszynski, Christine Partlow, James O'Dell, Andrea Benedict, ConnieMae Cooper, Jeremy Kringler, Ryan Kotila, Jen Rasset

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

I. Project Updates

Andrea Benedict, IT O365 Architect, updated on the CAMA project. Benedict announced that she will be leaving Wright County for another opportunity. She has met with IT BA (Business Analyst) Jeremy Kringler to pass the project on to him. Presently the main items being worked on are file mapping and the VPN Connection. The goal is completion of the project by the end of 2021.

The Administration Event Scheduler was covered by IT BA Kevin Kaszynski. The HHS, Health & Human Services, Department is looking to sign with QFlow in June. The License Center is looking to use Qmatic in the New Government Center. Acuity is being used currently for DMV, Planning & Zoning, Records, and others throughout the County. Commissioner Mark Daleiden questioned the plan to have three separate scheduling platforms. Jim O'Dell, HHS, noted that the requirements of HHS differed significantly enough from the License Center to drive the need for a separate tool, also that HHS will be handling the majority of work for the application. Jami Goodrum Schwartz added that QFlow provides for many benefits and efficiencies for HHS. Matthew Fomby, IT Director, also stated that Acuity is a low cost, low effort product being that if another product shows that it would work better the switch would be relatively easy to do. O'Dell ended with the thought that these initiatives could be seen as pilot projects to see which product is the best for the County.

The New Government Center Technology was reviewed by IT Director Matthew Fomby. CISCO networking equipment continues to arrive with the IT team prepping it for configuration.

The SQL Server project was updated by IT Supervisor, Mike Janckila. Six SQL servers will be updated and replaced in May and June. Three new ones will be built up. Applications will be moved per week. Janckila will work with Department Business Owners to ensure a smooth move and timely testing is done.

The Enterprise Resource Planning Project (ERP) was reviewed by Fomby. The Tuesday, May 25th, Board Meeting saw the official termination of the contract with Ciber, the implementation vendor. Ciber was simply not getting the job done for the County and it was time to move on. Currently the ERP team is in the discovery phase with a new vendor, the goal being to move that along in a timely manner to keep the project moving.

The Website Redesign project was reviewed by Matthew Fomby, IT Director, stating that the update will provide basic visual and compliance updates including mobile view, ADA compliance, etc. Links and other items will all remain the same. Jessi Miller, Court Services Office Manager, questioned if there was a specific timeline as her team is currently updating their website as preparation for the County update. Fomby replied that the goal is to align with the opening of the New Government Center.

Cindy Hohl, Attorney Office Manager, requested a status update on the MNCIS Court program, ConnieMae Cooper, IT, stated that there is a vendor access issue that IT is working through. Mark Kellogg, IT Manager, will provide Hohl with an update from the Infrastructure Team.

RECOMMENDATION: Informational Only.

II. Solution Architect Updates

Andrea Benedict, O365 Architect, updated the Committee on several initiatives throughout O365. InTune is currently being revised with the various cell phone operating systems, with Android being currently completed and Apple coming next. With Benedict leaving, Josh Fox and Jesus Castillo, both IT, will be rolling out a plan to reconfigure the InTune connection towards the end of summer. Jash Happel, IT, will be shifting his work to moving SharePoint forward in the Roadmap, by cleaning up workflows, and a big focus of recreating workflows from Nintex to PowerApps. Nintex will drastically increase in price with SharePoint online, making this shift of more importance. As part of the Team 2.0 rollout allowing the usage of channels and groups, there has been a self-serve Power Apps workflow created for staff to request a team, this process is purely to allow the inventory of said Teams to be managed, which can become messy if not. Finally Benedict is passing along movement of the Bookings application to Fomby and Fox. The O365 Architect position has been posted.

ConnieMae Cooper, ECM (Enterprise Content Management) Architect updated the committee on various projects within the County. Cooper plans on conducting Lunch N Learns in July to encourage staff to learn more about the OnBase platform by providing tips and a deeper dive on learning. The Administration of Official Records project has been moving along successfully. It has allowed the Board Packets to be captured in a digital form and more easily accessible for official signature, saving the County both time and money. Cooper has also been working on The Sheriff Public Access to Foreclosure Notifications and the Surveyor Capture and Archive of Project Records. OnBase usage continues to grow in efficiency throughout the County.

RECOMMENDATION: Informational Only

III. New Project Requests

Rebecca Murphy, IT, brought to the Committee two new project requests, both from HHS. The first is the HHS Uniflow Public Scanners, to connect the new multi-function devices (printers /scanners) in HHS into the OnBase System. Christine Partlow, HHS Business Manager, stated that HHS brought IT in from the beginning stating their plan and needs, but that HHS has been waiting on IT for the work to be completed. Fomby stated that the IT team that was present in the meeting was not aware that the new printer contract needed to be a project, it ended up needing 40 hours of unplanned infrastructure time to build servers for the initiative, this in turn took time away

from scheduled projects and plans. Architect's Cooper and Benedict advised that perhaps other IT staff be present in technical discussion meetings to provide discovery of needs from the start. Fomby also stressed that he would rather not make everything a project as that slows processes down. IT will proceed with the project. The second request is for HHS wanting to move from Survey Monkey to Qualtrics, this project is being aimed at being a Fast Track project as HHS will be handling most of the work.

RECOMMENDATION: Proceed with projects.

IV. 2021 Project Portfolio Summary

Rebecca Murphy reviewed the Project Summary with the Committee focusing on a few items. Many items were covered already in the meeting. A strategic project focus will be on HHS EDMS, Electronic Document Management Systems, with that being an item to review in more detail by the strategy team. The overall management of the Online Land Division plan is also being reviewed with Tanya West County Recorder. Projects continue to make progress across the County.

RECOMMENDATION: Informational Only

V. CIP Technology Planning

Matthew Fomby, IT Director, requested that departments inform IT about any planned projects so that accompanying technological needs can be planned and budgeted for.

RECOMMENDATION: Informational Only

Respectfully submitted,

Jennifer Rasset