



COMMITTEE MEETING MINUTES

WRIGHT COUNTY TECHNOLOGY COMMITTEE

Wednesday, June 23rd, 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, Pat Spaude, Elizabeth Karels, Jami Goodrum Schwartz, Mike MacMillan, Virgil Hawkins, Todd Hoffman, Greg Pickard, Lindsey Meyer

Members Absent:

Others Present: Becki Murphy, Michael Jancikla, Heather Lemieux, Christine Partlow, James O'Dell, ConnieMae Cooper, Kevin Kaszynski, Heidi Staunton, Jeremy Kringler, Jen Rasset

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

I. Project Updates

Jeremy Kringler, IT Business Analyst (BA), updated on the CAMA project. IT, Information Technology, staff are actively working on moving data to the Tyler product as part of this project. This has been a consistent but slow process due to it being time consuming to pull the data out of the current system. The data will then be reviewed after migration to the Tyler product. The project is still set to meet the November 16th completion goal.

The Administration Event Scheduler was covered by IT BA Kevin Kaszynski. The HHS, Health & Human Services, Department will be using QFlow. 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. The Records office is currently updating their Vitals calendar with the help of Alba Kampa in IT. Commissioner Mark Daleiden questioned the plan to have three separate scheduling platforms. Matthew Fomby, IT Director responded that each product is providing a distinct solution, a solution that the other products are not able to provide.

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

The SQL Server project was updated by IT Supervisor, Mike Jancikla. Six SQL servers are being updated/replaced. Applications on the servers will be moved each week. OnBase will begin next week with individual applications following that throughout the year. Jancikla will work with Department Business Owners when their applications are set to move.

The Enterprise Resource Planning Project (ERP) was reviewed by Fomby. The County is currently reviewing a contract for an assessment of our current ERP environment. The review is presently with the Attorney's Office.

The Website Redesign project was reviewed by Matthew Fomby, IT Director. Elizabeth Karels, Administration, is working with Fomby on the website update; they spoke with CivicPlus, website vendor, and the County is on the calendar to begin the redesign process in August. The update will provide basic visual and compliance updates including mobile view, ADA compliance, etc. Links and other items will all remain the same. Jami Goodrum Schwartz, HHS Director, asked if it is time well spent to update existing sites, with Fomby replying that ensuring information currently on the site is accurate is welcome.

ConnieMae Cooper is actively working on the HHS EDMS (Electronic Document Management Systems) project. The project is on track to have the first iteration setup active on July 1st. This will be followed with HHS Public Health Fiscal as discussed and decided at the recent HHS MRT, Management Review of Technology, meeting.

RECOMMENDATION: Informational Only.

II. Solution Architect Update

ConnieMae Cooper, ECM (Enterprise Content Management) Architect updated the committee on various projects within the County. Some highlights are Policy Management with HHS, the HHS Collection Manager Digitization which is on track for July 1st. The Application process for the American Rescue Plan Grants has been recreated for the second round and is ready and waiting for that to open. ECM continues to make progress throughout the County.

RECOMMENDATION: Informational Only

III. New Project Requests

Rebecca Murphy, IT, brought to the Committee several new projects from Departments across the County. The first was the Emergency Management COOP Team wanting to move the Emergency Notification System from Everbridge to Rave. This is paid out of current budgeted department dollars and will be fairly budget neutral; it will not use CIP funds. Todd Hoffman, Sheriff Office, stated that he will be gathering some more information about the project. Fomby noted IT has the capacity to proceed with the project upon approval.

The next few projects had a more simplistic process. The Recorder Key Management System will be an add on to the existing Key Management tool used by other departments. The Court Services (CTSV) Limited Zoom Utilization – Fast Track process was communicated to the committee as a project CTSV will be moving forward with. The Nintex Workflow conversion to Microsoft Power Automate is a project that has been identified due to the County SharePoint environment moving to the Cloud. Nintex is currently used for many SharePoint Workflows, when the County shifts to an entirely Cloud based SharePoint environment the cost for Nintex goes up drastically. Microsoft Power Automate provides workflow solutions similar to Nintex but is now included in our Microsoft environment. This project will allow for additional cleanup of old and current workflows across County departments.

Planning & Zoning requested to see if there was a solution for voice to text for official minute taking. IT identified current applications used at the County as not being able to provide the desired accuracy needed, with other products on the market not providing the truly desired solution either. Commissioner Vetsch added that the various Board meetings the County holds add the extra challenge of the number of people talking, the technology is not there to identify which speaker is which, that in the end a note taker would be needed anyways in order to review for accuracy. This item will not be pursued due to the technology not being there yet.

The Election Learning Management project was brought by the Elections Team as a way to better manage election training for election staff across the County. Cooper is presently looking at solutions that the County could provide

using applications already owned. Administration has requested the Smartsheet Application to manage department processes. IT could do this in house, but other projects are prioritized ahead of this. The Smartsheet Application has been approved for use for two years, till IT has time to develop an inhouse solution.

RECOMMENDATION: IT has the capacity for the above-mentioned projects to proceed; with the exception of the Board Meeting Minutes Voice to Text initiative.

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. As mentioned earlier HHS has changed priority for two of their projects as previously approved at the MRT meeting. Cooper and IT BA Heidi Staunton have been working together to ensure the Attorney Records System will work with the Sheriff's Records Management System, as the two entities must share data on a continual basis. The Recorder Land Notification project is set to go live soon, providing community members with information about their property. The Recorders Office plans to utilize the County Fair to communicate this new value-added service to citizens. IT has been busy with many initiatives and continues to see progress on several fronts.

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. Commissioner Vetsch reminded the Committee that the CIP fund needs to be controlled, that staff need to analyze if the project is needed and if it can be completed. Fomby replied that the IT department took a hard look at the IT department CIP 2022 requests to ensure that what was being asked for matched what can be accomplished. Commissioner Daleiden also reminded staff that we have hundreds of applications, and the need is apparent to try to use what we already own. Fomby also noted that IT will be requesting an Application Portfolio Analyst as part of the IT 2022 Department Budget. The Committee will bring CIP projects to Fomby as requested.

RECOMMENDATION: Informational Only

VI. PPM Solution - Update

Rebecca Murphy updated the Committee on the PPM, Project Portfolio Management, Solution. The IT Department has identified the tool and will start the implementation with the IT team moving all new initiatives through it. Murphy noted that this is a Cloud based solution putting all project work together instead of pulling the work from several different places. Commissioner Vetsch questioned if financial data will be in the tool. Murphy stated that it can be integrated to a certain extent, highlighting that IT Staff time will be able to be quantified to show actual time & labor costs. Heather Lemieux, Finance, added that ERP will be able to provide integrations to provide data on

this as well. There was discussion surrounding departments being able to justify projects, with the conclusion that the same manner can be used as presently is now, estimates of value saved can be entered into the Project Intake. Commissioner Daleiden asked if this tool would tie into Track-It or provide a replacement product, as that would seem to be a natural progression. Fomby replied that IT staff are currently weighing their options on various Help Desk tools. Murphy will update Departments as IT refines the tool to be used by others.

RECOMMENDATION: Informational Only

Respectfully submitted,

Jennifer Rasset

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