



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

**Wednesday, September 22<sup>nd</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 Darek Vetsch, Commissioner Mark Daleiden, Matthew Fomby, Pat Spaude, Mark Kellogg, Lee Kelly, Holly Wilson, Jami Goodrum Schwartz, Mike MacMillan, Todd Hoffman, Greg Pickard, Tanya West, Patsy Waytashek, Heather M. Lemieux

**Members Absent:**

**Others Present:** Becki Murphy, Michael Jancila, Elizabeth Karels, Shawna Athman, Christine Partlow, James O'Dell, ConnieMae Cooper, Kevin Kaszynski, Heidi Staunton, Jeremy Kringler, Danitra Nodland, Scott Weiland, Ryan Kotila, Sheryl Daniels, Jen Rasset

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

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**I. Project Updates**

Jeremy Kringler, IT Business Analyst (BA), updated on the CAMA project. IT staff continue to work on finalizing data migration. Staff User Acceptance Testing is happening now with the vendor. The project is being worked in conjunction with Hubbard County. Wright has actually caught up rather quickly to coincide the rollouts at the same time. Finances for the project continue to be discussed and received. The project is still set to meet the November 16<sup>th</sup> completion goal.

Kringler next presented the Nintex to Power Automate project. Nintex provides many of the SharePoint workflows throughout the County, one of the most well-known is the workflow for the Homestead Application. As the County shifts to an online SharePoint environment the price of Nintex would increase by \$100,000. IT determined that it would be in the County's best interest to utilize the Power Automate tool currently available with the Microsoft O365 subscription. IT staff are currently working on the IT workflows, moving to other departments with a goal of finishing by end of January. It was noted that some departments such as Recorders will be towards the end of the migration schedule as they are involved with other large projects such as CAMA.

The Website Redesign project was discussed by Matthew Fomby, IT Director, and Elizabeth Karels, Administration. The redesign will focus on making the website more ADA compliant and mobile friendly. It is still planned to be rolled out concurrently with the new Government Center. The website vendor – CivicPlus will provide navigation and content consultation. Karels stated that a representative from each department was requested to assist with decision making, if not provided IT & Admin will step into that roll. It was noted that Assistant County Administrator, Holly Wilson is the project owner, with Karels being the project manager.

Fomby, briefly reviewed the O365 – InTune project progress. IT Staff are moving all County computer devices from the security application Cylance to the Microsoft Defender product. Defender is included in the County's Microsoft 365 environment. Not renewing Cylance will save the County around \$15,000. Various security settings were briefly discussed.

TeamDynamix, TDX, was presented by Becki Murphy, IT. TDX will replace the current County helpdesk ticketing system known as TrackIt. It will also provide a project management tool, to be used to begin with IT projects initially but has promise for more widespread use. The TDX team has been diligently working with the vendor on discovery and configuration, with other departments getting involved as well. Demonstrations will begin in the October timeframe.

The Administration Event Scheduler was covered by IT BA Kevin Kaszynski. The process to get to the Qflow product was reviewed. The DMV begin their process of selecting a vendor in 2019, with Qmatic being highlighted as vendor of choice. The COVID environment brought about the need for County wide scheduling, with Acuity identified as a lean tool providing for immediate business needs. The Event Scheduler project was then dived into to identify across the County needs more in-depth. The HHS, Health and Human Services, requirements guided the desired choice to be Qflow. After researching Qflow, the DMV joined with this solution as well. Qflow development will align with the move to the New GC. Departments using Acuity will be introduced to Qflow to see if they can also migrate over to the solution. The financial pieces of the Qflow project are in process as well.

### **RECOMMENDATION: Informational Only**

## **II. New Project Requests**

Rebecca Murphy, IT, brought to the Committee several new projects from Departments across the County. The first project was the American Rescue Plan (ARP) Program. The financial management of utilizing the American Rescue Plan funds proved to be a challenging project. ConnieMae Cooper, IT Enterprise Content Architect, utilized the OnBase system to establish an in-depth workflow and process for ARP management. Commissioner Vetsch questioned what was made available to go public, Cooper responded that signature testing is the last component to be confirmed. Commissioner Daleiden also questioned if the document type will be clear, in comparison to the CARES Act process, with Commissioner Vetsch also asking if documents can be changed or added to by citizens completing the process. Cooper stated that a lesson learned was completed with the CARES Act process and there were several areas that improved based on that analysis. Karels also noted that she and other Admin staff are reviewing each application personally when uploading them, this meets the ARP requirement of reporting and review. Cooper noted that the product also will track disbursements and will provide a dashboard to easily see where each application is at. Commissioner Daleiden stated that this process could be used elsewhere in the County being it is so useful.

Heidi Staunton, IT BA, brought up the Gun permit printer for the Sheriff's office. The current printer needs to be replaced. Requirements are different based on what is being printed, which provided various options available for the team. The Sheriff's team is determining if they will use a network printer or desk printers for the process.

The HHS PA System Zone Access was discussed by Murphy. The request was brought to the Admin Tech Committee and was added to as in scope to the New GC project as a whole. Commissioner Daleiden asked if other areas were being zoned, the answer provided was no. Partlow provided that it will be used to page staff members when a client arrives. HHS Staff are spread out across part of the Basement, part of Level 1, and the entirety of Level 2. Paging will allow them to locate a staff member if they are away from their desk.

Damion / Oracle Upgrade was presented by Staunton. The server for the current Damion application needs to be updated. This update was added to the current project as if the move to the new Karpel product is completed the server will not be an issue.

Staunton then moved to the CityView upgrade. There is a Planning & Zoning Upgrade to support the CityView application, this was completed.

**RECOMMENDATION: IT has the capacity for the above-mentioned projects to proceed**

### III. 2021 Project Portfolio Summary

Rebecca Murphy reviewed the Project Summary with the Committee focusing on a few items. The priority placement of the ARP project was discussed to some depth. The ARP project is an important project to the County and is actively being worked on. Commissioner Daleiden and Karels both advised for it to be ranked high on the list. The suggested high listing right under the New Government Center was accepted by the Committee with the understanding that ERP is presently in an assessment mode confirmed by Commissioner Vetsch and Heather Lemieux, Finance. Murphy noted that Multi Factor Authentication and Surveyor EDMS projects were completed. Along with Records Land Notification reaching completion. 100 registrations have been completed along with a lot of interest being fielded by the Records Office in the new system. For technical compliance projects the Server Replacement project was reviewed with 56 applications being complete and 16 remaining. The SSA, System Security Authorization, enhancement project is still in the assessment and planning stages. Overall, most of the projects on the entire portfolio are in an active state.

**RECOMMENDATION: Approved the ARP project to have a priority ranking right below the New Government Center, at 5<sup>th</sup>.**

Respectfully submitted,

Jennifer Rasset