

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on September 2, 2015 @ 1:00 P.M. in the Annex 2nd Floor Conference Room in Athens, Texas, with the following members present, to-wit:

ANN MARIE LEE	COUNTY AUDITOR
CLINT DAVIS	COUNTY ATTORNEY, absent
BOTIE HILLHOUSE	MAJOR, SHERIFF'S DEPT.
WADE MCKINNEY	COMM. PCT. #2, CHAIRMAN
SCOTT MCKEE	DISTRICT ATTORNEY, absent
MICHAEL BYNUM	COUNTY TREASURER
KEN GEESLIN	COMM.PCT. #4
MARY MARGARET WRIGHT	COUNTY CLERK
TOMMY BARNETT	J.P. PCT. #5

And guests, Josh Brock, IT Administrator; Kim Johnson, Tony & Caryl Tooley with IIX; Diane Russ, County Attorney's office; Susan Bass and Pam Underhill, County Clerk's office; Erik Ernest, Tyler Technologies.

Jane Crouch with the Auditor's Office and Aundrea Kenney, from Tyler Technologies joined via telephone and transacted the following business, to-wit:

Chairman McKinney called the Meeting to order at 1:00 P.M.

1) Consider and Take Action to approve the Minutes of previous IT Committee Meeting.

Comm. Geeslin stated that in #4 second paragraph correct the spelling of Tooley, twice in that paragraph. Ann Marie abstained. Motion passed.

2) Consider and Take Action on proposal from Information Integration Experts, LLC, concerning the indexing of real property records in the County Clerk's Office. Tony Tooley gave a presentation concerning his indexing company, Integration Experts, LLC.

See Attached.

3) Consider and Take Action on Issues related to Phase One of the Odyssey Project, Athens Campus

1. Issue #26 – Bar Code Scanner-

Aundrea and Erik have been working with the project team on this and this project is going to be patched into a 2013 release and then when Tyler receives that release she will suggest Henderson take that release to have this bar code scanner label. Aundrea stated all they need is what release the bar code scanner label will be in. Erik stated it was a 2013 revision which is a content update not a release.

Comm. McKinney – May we have a ball park date? Erik stated 4th quarter if it can be packaged with the 2013 release and not have to wait for the 2014 release.

2. Issue # 30 & #32 - Active Bonds on Disposed cases and charges

Aundrea stated she sent this list to Diane on the 18th of August and has discussed this with her and Erik and he indicated the list had been sent to Angie in the District Clerks office because they are district cases. These are disposed cases with active bonds- 348 cases. Aundrea needs the list checked and Tyler will go in and close out all those bonds.

Comm. McKinney – needed to know if list sent was documented. Erik stated list was sent at last IT meeting, he and Pam reviewed list after meeting and since there were not any County Clerk cases the list was e-mailed to Angie.

Comm. McKinney – can this be documented - then we can push the District Clerk's office over verification.

Aundrea -send e-mail to Angie regarding list. Erik stated Tyler needs to release the surety and reset limits. Aundrea - #32 disposed charges and Diane is still reviewing this list and did a follow up

on the 26th and then again last Friday, she did call into support with an issue regarding surety balances and this will take several steps to get corrected. Aundrea will follow up again to get list.

3. Issue #33 *capias Pro-Fine amounts not pulling on SO side correctly*- Aundrea stated Erik sent an e-mail on the status of the project release and is still waiting to hear back, it is in process but no ETA.

Comm. McKinney – questioned Erik about sending out an e-mail and Erik stated internal. Comm. McKinney wanted Pam Underhill to speak. She stated when we get confinement statements after an arrest and maybe a check, court cost or attorney fees are doubling on Sheriff's side so that defendants are serving more time. Diane Russ- when they get the check and the defendants have served their time, the County Attorney's office has to enter it as an over payment and send a request to Jane to refund money. Jane Crouch – is not aware of recent cases. Pam Underhill – has not seen any more within last 2 or 3 weeks and is monitoring this issue.

Comm. McKinney – drop off due to procedure changes to prevent this from happening starting at jail and how is development going? It is an effort on our side working around this issue. Erik – development is complete just need approval to patch back. If no answer by Friday, Erik will escalate this issue.

4. Issue #35 – *GL and Fee Codes Review* – Aundrea – added to list for tracking purposes, Erik has been working with Jane. Jane Crouch – we have been going through and changing things and a lot of things are starting to come together. She stated criminal fees are working out pretty good. State fees are not all matching correctly due to codes to the state are not mapped to the state fees, we worked on a lot of those fees yesterday. Civil looked better than criminal, the 12th court of appeals could not be found due to incorrect naming. She believes if they run the report now, then we could catch the things we missed in the first quarter and include it in our second quarter. She feels more confident in the program. She will try to get into the JP codes this afternoon.

5. Issue #37 – *TDEX Report* – Aundrea – on hold until September, have an e-mail ready where I was going to inquire about this and will CC Botie Hillhouse to see status of system upgrade and we will go from there.

6. Issue #39 – *error when opening some documents* –

Aundrea – ongoing discussion, had meeting yesterday and Tyler is going to purchase a tool that converts these documents back to 300 DPI. We sent 10 documents to test before we convert all the documents at the same time. Next meeting we will have an update. Erik – process is to copy the images by a prior date off the server, run them through a conversion process and then copy them back into the servers.

Comm. Geeslin – questioned if they were purchasing this from Smith County. Erik – no this is software, not scripts. When we convert images we don't change their format we are just copying them from one location to another and pointing the pointers to say where this is.

Comm. Geeslin – Josh said in the last meeting that all of our scanners are set at 300 DPI. You have given me the impression that all of the documents that have been converted are greater than 300 DPI. Erik – that is what we see, can't say what happened prior to that.

Comm. Geeslin – asked Josh last meeting if there are 60,000 images and 1,000 of them are greater than 300 DPI then it is possible that we had a couple of scanners set something higher than 300 and Josh said probably. I would trust Josh and say that not all of our scanners were set at something greater; therefore I am confused that the conversion process will bring in documents at 300 DPI. Erik – in the conversion process we don't convert documents we copy and the document has a name to it, this document is called this and here is where it is located.

Comm. McKinney - brought up what Gregg said 2 weeks ago about time on it and he missed his mark. Gregg stated they would start Monday and finish by the end of the week by purchasing the software. We need to keep pushing this.

Aundrea - This has turned into a much larger project, but they are trying to figure out the best way to do this conversion and that is why we are doing the test to verify before we go to copy the thousands.

Comm. McKinney – wanted to know when they will hear from developers. Urgency is still there so please pass that along

Aundrea - follow up meeting next Tuesday and will send out e-mail next Tuesday after meeting with update.

Comm. Geeslin – questioned why scripts weren't purchased from Smith County. Erik - got scripts from Smith County to identify them and cycle them through and doesn't know why they are going through a 3rd party unless it's because Smith County did their own.

Comm. Geeslin – there seemed to be a lot of detail 2 weeks ago because they said they were converting thousands of documents per hour and the only limitation was that converting on a continual basis the CPU was overheating. This is different than what was discussed 2 weeks ago. Maybe on issues like this we need follow-ups between IT meetings. There are 680, 000 documents to be converted. Erik – from Go-Live it took 48 hours each copy.

7. **Issue #40 – Configuration of Portal for E- Discovery – Aundrea** – Erik will get with attorney's offices to get training dates. Erik – training will be 2 days but need right person to come to Henderson County to train we will shoot for October. Diane Russ – she stated they have jury training set for September 16 & 17.

Comm. McKinney – questioned if Diane is going to coordinate with both offices. Diane Russ – yes, and with a couple of outside attorneys also.

8. **Issue #41 – Warrant Activity Report –**

Aundrea – not showing for all cases for CCL2. She sent the list to Paula on 8/26 and sent follow-up, worked with Juli DeMoss for a couple of hours comparing reports and she indicated the report is correct, she wanted to do some more comparison to the warrant activity report verses pending case report, she will get back with me today and this issue should be closed this afternoon after confirmation from Juli. Another report she had sent to Paula, the arrest warrant of CA's and sent a couple of e-mails to follow up and have not heard back from Paula. Diane Russ – Paula said to go ahead and run the report. Aundrea – needs Paula to verify. She needs Diane Russ to e-mail to confirm report is good.

Aundrea – **Odyssey Internet Explorer Compatibility Alert-** she sent e-mail out to Commissioners, Josh and Erik. Microsoft is doing away with Internet Explorer and since Tyler does not have a plan as of yet they will patch back to a version in 13. Henderson will have to take revision before January 1st. When she is notified of what the revision is she will sign off on it and Chris will notify Henderson County and will make sure everything is up to speed before Jan 1.

Comm. McKinney – Aundrea can't leave project until Henderson County signs off. Erik – revision does not have an impact on the implementation because we are not doing a release, might work well with the other 2 projects we are doing – based on the schedule of the other 2 projects. When the patch back IE10 becomes available we might hold it to see if we can't get all 3 of those in the same revision, he does not want to do revision then 3 weeks later another revision.

Susan Bass – she found 2 more names in Able-term that do not show up in Odyssey probate, she will e-mail names to Erik. The criminal reports she runs for outside entities monthly are done through the 1980's forward – 2,000 names missing. She requested specifics and did not receive feedback. She needs this corrected. Erik – thought this may be expunged cases.

Comm. McKinney - questioned if this goes back to the issue we had 2 months ago where the reports were sending out the entire bulk of information instead of incrementally. He wanted to know what agencies and are we legally compelled to give them the reports in the fashion they desire. Susan Bass – explained that this was something that was going on long before she took this position; these companies had paid for this up front and were wanting to continue to receive the CD mailed to them monthly.

Comm. Geeslin - questioned when we agreed to do this for them at 10 dollars. Josh – falls under freedom of information act. Ann Marie Lee - we give it to them in the format we have available and that's the law for open records. Susan Bass – just wanted clarification as to what she can report to vendors about missing data. Erik – requested examples he really believed they were expunged cases.

Comm. McKinney- the issue of us bending over backward and jumping through hoops for just 10 dollars, I don't believe we have to do it and I believe that in the future all of this information is going to be available on-line. Talk with Clint Davis and make sure this information is correct. Josh – as long as it is provided by the website, but if not then we would still have to provide information.

Comm. McKinney – just like information provided to bondsman. We bought this system to become more efficient and savings for our labor needs to be implemented. Erik – implemental reports can be run.

Comm. Geeslin – this needs to be researched and given what the law requires, we don't need to take taxpayers money to provide requestors with different formats that we don't have to and this is unfair to the taxpayers of Henderson County.

Chris Report –

Comm. McKinney – *capias pro-fines* –

Erik - His understanding that development is complete, just a matter of getting it patched back. Aundrea is also on her report.

Comm. McKinney -- *escrows with Angie, District Clerks office and Sandra Bevel collections office* –

Diane Russ – after the deposits and they try to export the financials it is not working. Susan -she stated she should have sent a ticket, in training we were taught that once we managed our tills we are to export but when she tried to export not all went through. Erik – Todd had been working on this, some of the GL codes had been obsoleted. After meeting he will try to get with Todd and get an update.

Comm. McKinney - *calendar for court coordinators* - Angie was helping Patsy. Erik -sounds like they need to do flex calendar.

Aundrea left meeting.

Erik – Jury training is scheduled. We did have the OFM training Friday and initial feedback is positive. If the export was functioning properly, there will be follow up items from that. Jane has been working with Erik on the financials which kind of falls over to Phase Two, but we all feel we are in a better place.

4) Consider and Take Action on issues related to Phase Two of the Odyssey Project, Justices of the Peace.

Erik – There have not been any significant changes since last IT steering meeting. He told Jane he would meet with her again this afternoon to go through the JP Financials. What we call our 90% configuration has been completed; the only thing we have left is our financial review. We are getting with Jane to make sure the financials are correct. We are working on JP Phase today. He is going to try to come back to Henderson County tomorrow then next week have Go-To meetings with Jane going through all the fees. The front facing activity is the next one we have coming up. Notices will be going out Sept 21 – 23 in system validation testing. We will take SME's through all configuration, test out cases, and test out financials. Judge Barnett – wanted to know if the dates were sent by e-mail and Erik answered yes and will send up follow up e-mails. Training will be 2 ½ days due to the limited group being trained. This will be testing without data but once we push data in, there will be retesting

Erik – other things coming up – conversion development is ongoing, last status check is that they are working on Financial dispositions on the conversion on these particular codes. He wanted to suggest that before & after Go-Live they get feedback from the SME's and he wanted to know if Judge Barnett agreed. And he did, the Judge said he thought afternoons were better for everybody. He asked if the conversion was going well. Erik – stated he was going to call in Bill Wilder, they are working on financial and disposition development which has been a little difficult since it has been free taxed and we are trying to get stack closures that are in code form.

Judge Barnett – wanted to know if we can have the conversion checked after about 60 days after Go-Live so that errors don't go to a collection agency. After we verify our data then come in with someone else. Erik – actually that is part of the plan, he did not know about 60 days but it is a good idea. You have to be careful when you go live, 1. If they have been submitted to collections to make sure they are not resubmitted so there are some rules we go by which takes a couple of weeks. 2. Another submitted to OMNI are flagged so that they are not resubmitted when the next batch is run. 3. ACCR

Comm. McKinney – question – if the JP's stayed with GHS how does the transition data take place? Erik files go out in standard format regardless of who they choose on collections and OMNI. Tyler will contact GHS. Most places will want us to exchange some test files. Judge Barnett - just concerned about conversion.

Comm. McKinney – why are we bringing in Bill Wilder? Erik - giving us consultation on parsing out fields. Bill has been in touch with Josh, he wants to make sure he has all the dates for the conversions to put them on his calendar.

5) Consider and Discuss IT Director Report.

Josh - concerning the strange occurrence where everything was going down, a laptop in the training room was bouncing between the Judicial Building and the Annex. He took care of that. Talked to Rick and he did get the hot water heater removed from hanging over the rack to on the floor across the room from it. Rick said he would put up a barrier so that if there was a leak that it would not be able to spray over to the rack. Also, a TV has gone out in the 392nd, one of the new ones we put in. He believes it is the power surges in the building, he has had to restart the splitter in the ceiling multiple times. It's not the one that faces the Jury. It might be worth looking to repairing the TV, it would be cheaper.

6) Consider and Take Action to adjourn.

Motion made by Ann Marie Lee and seconded by Judge Barnett. Meeting adjourned at 2:53 pm

Read and Approved:

County Judge, Richard Sanders

(For Filing Purposes Only)

NOTE: Any actions taken by the Henderson County I.T. Committee at this Special Meeting shall be non-binding recommendations. Any such recommendations shall subsequently, be presented to the Henderson County Commissioners' Court for the Court to consider and take action on behalf of Henderson County.