

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on September 16, 2015 @ 1:30 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
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; Erik Ernst, Tyler Technologies; Barbara Cox County Clerk's Office; Diane Russ, County Attorney's Office;

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

Chairman McKinney called the Meeting to order at 1:30 P.M.

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

No Minutes

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.

Mary Margaret Wright stated she is trying to switch her indexing company, she is very unhappy with Kofile, their product does not do what she thinks needs to be done on indexing.

She stated basically what Kofile does is just index Grantor and Grantee and very little of property descriptions. She stated IIX will save the county about 52,000 a year and she has spoken with Shirley Ward at Attorney's Title who is very particular about the index company she uses. She stated Shirley Ward highly recommends IIX and has used them for over 10 years.

Comm. McKinney stated that the committee is relying on the clerk's office expertise because they do not have enough knowledge to make a determination.

Mary Margaret stated IIX does a lot more detailing on property descriptions and since he is working for Title Companies it has to be correct or the Title companies can be sued.

Comm. McKinney stated he did notice our data leaves goes to IIX and then back to us and then to other Title Companies.

Mary Margaret Wright stated that this is correct, our data goes to Colonial Title and Attorney's Title and because of this we receive a discount.

Comm. McKinney asked if this will eliminate some of the revenue we make by providing CD's.

Mary Margaret Wright stated that it would eliminate one CD that from Attorney's Title.

Comm. Geeslin questioned how often we found mistakes from Kofile. Barbara Cox stated that there have been several instances where we had missing images and Kofile never called to alert us of this problem. This was brought to our attention by IIX.

Josh Brock stated that we would still want to verify the work and Mary Margaret agreed.

Comm. Geeslin questioned the accuracy of IIX.

Mary Margaret Wright stated that IIX does a blind double entry and she explained what that means.

Josh Brock stated that the only thing he did not like was that the blind double entry is done outside of the US but he understood that it is a software company and that is what they do to cut costs.

Comm. McKinney questioned what we are going to do with our archive records; he questioned how many boxes the county has stored at Kofile.

Josh Brock stated that the problem is that Kofile can't give the county a number.

Mary Margaret Wright stated that IIX said they would go pick up our records and climate control store them for a short period of time but wanted to convert them to tiff and then we would not need storage.

Josh Brock stated that he thinks we should not store our records with Kofile, he did not feel they would be safe. Discussion was made on how many boxes and where they are stored.

Mary Margaret Wright stated there are 3 phases IIX wants to provide for our county but right now she is asking for phase 1.

Comm. McKinney questioned where the funding would be coming from for IIX and Mary Margaret stated from Records Management fund.

In discussing the contract:

Clint Davis wanted the venue clause changed from Tarrant to Henderson County. Clint Davis stated he is not verifying the legality of the contract because he did not want to be responsible if the county clerk did not like the service provided. He felt the contract had some weird clauses such as IIX does not guarantee that they are going to meet the county's expectations and does not come with any warranties. The contract is for 36 months with a 30 day out, so he felt the county clerk needed to make sure she is certain she wants this contract.

Ann Marie Lee stated that with Shirley Ward's recommendation it makes her feel confident it is a good company.

Josh Brock wanted to know how long would it take for the county clerk to know this service was not working, maybe 30 days.

Comm. Geeslin stated that we could request IIX to give us a 90 day trial at which time we would pay them in full.

Clint Davis suggested that instead of a 36 month contract the county could agree to a 12 month contract to automatically renew so the county would not be committing to 36 months.

Clint Davis stated a contract is hard to draft with 90 day trial.

Comm. Geeslin agreed to the 12 month automatic renewal. **Comm. McKinney** stated that when this contract is submitted to Commissioners Court the question will be asked as to how many counties IIX has.

Mary Margaret stated we are the first county. **Comm. Geeslin** stated that the question will be posed also about how many counties in Texas IIX services.

Comm. McKinney stated 80 counties. **Comm. McKinney** stated that what is before the committee today is if they want to support this contract with IIX and meets all the criteria that we have. **Comm. McKinney** wanted to know what IIX meant with building a link.

Mary Margaret stated that IIX wanted to build the link with other counties.

Ann Marie Lee stated that we are IIX's Guinea pig.

Judge Barnett asked if we could make a recommendation of making a contract with IIX for 12 months with automatic renewal. He recommended that this contract be discussed in the next IT Committee Meeting in 2 weeks, September 30th. **Mary Margaret** agreed.

Josh Brock brought up the archive records again, stating that he did not feel confident that IIX could reproduce the records.

Mary Margaret stated that IIX wants to bring our images back to the beginning of Texas.

Judge Barnett stated that there is no guarantee what kind of records they could produce. **Josh** stated that with the savings the county clerk is making she could have the images produced.

Comm. Geeslin stated we need the Guinea pig discount and waive the \$3600 set up fee to Eagle.

Comm. McKinney asked if the fee for keying over 5 grantors and 5 properties is about the same for other companies. **Mary Margaret** stated yes, Kofile charges 25 cents over 5 entries. This usually only applies to oil leases. **Comm. McKinney** stated to get the negotiations with IIX and consult with Clint.

Josh Brock stated that the specs on the server are minimal for what IIX was requesting and **Josh** needed to ask IIX why he needed certain things. **Josh** did not think he really needed a server and it would have to come out of the county clerks' budget. It would be a minimal cost because it is only a PC.

Comm. McKinney stated **Josh** needed to give county clerk a dollar amount.

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

1. **Issue #26 – Bar Code Scanner** – Process of being developed no target at present.

Objective is 4th quarter.

Comm. Geeslin stated he wanted the report to specify 4th quarter. **Chris's** report did not reflect this statement.

2. **Issue #30 – Active Bonds on Disposed Cases** – Aundrea to get with Diann Barr re: list. If approved she will move to prod. She called Diann back yesterday and she is out of the office for a few days. Left a message to give Aundrea a call. She called Angie because Diane Russ and Angie had gone over the bonds and had come up with a solution but was unable to speak with Angie. Whenever this is approved she will send to Prod to be updated.
3. **Issue #32 – Active Bonds on Disposed Charges** – Aundrea stated she is waiting on verification and test and after that she will update Prod.
4. **Issue #33 – Capias Pro-Fine amounts not pulling on SO side correctly-** Aundrea spoke with Erik on this and it is at the director level and they are hoping to have update by next meeting. This will have to go to several sign offs by the executive level for it to be patched back. Erik confirmed.

Comm. McKinney questioned why this has not come up with other installations. Erik stated it has but it has not been entered as a repair but as a project which is treated differently.

Comm. McKinney questioned if it is an issue with the software. Erik stated it is not necessarily a defect with the software, they designed it the way they designed it and so they are correcting the design.

Comm. McKinney questioned how the offices are being affected by this.

Botie Hillhouse stated that the Sheriff's office is not really having any issues. Diane Russ stated she has only had 2 or 3 issues in the past and no issues lately. Erik stated that the diligence at the SO has prevented this from happening again and agreed this is super critical.

Comm. Geeslin stated that on the Chris Report stated the update was 8/12 and why was he not updated. Aundrea stated it was through the Onyx and she took it over since it became a project and she and Erik were overseeing it now.

Comm. Geeslin stated this became an issue in July. He had Chris's September 2 report and this issue is not on it but on today's report it pops up as he is tracking it so whose is it? Erik stated it was his.

Comm. Geeslin said he was going to have to write a program to pull in all the Tyler reports so it will spit him out a variance report so that he doesn't have to spend an hour and ½ or 2 hours every Wednesday to see who is on first and what is on second.

5. **Issue #35 – GL and Fee Codes Review** – this was put on list by Comm. McKinney for tracking purposes. Erik had worked with Jane Crouch in the Auditors office. Aundrea wants feedback from Jane to make sure everything is acceptable with her and if so she will close this one out. Jane stated they were still working on this it is not perfect yet but it

is better. Jane stated she has run some monthly reports and the things not mapped before are now going to a GL number.

This will be left open in case there are some other issues. Erik stated he will do another follow up day with Jane when he is back on sight. Aundrea stated she would do a follow-up on September 30 to see where we are.

6. **Issue #37** – *TDEX Report* – Aundrea stated they received an e-mail from DPS that the TDEX contract with Appriss expired and they are in the process of trying to get a new contract.

Comm. McKinney stated to have this issue pending so that it doesn't fall off the table. Erik stated they would rekey to whomever DPS makes a contract with.

7. **Issue #39**- *Errors when trying to open some documents*- Aundrea stated Kelly ran a script for the capacity and size of the documents. Target date for converting these documents is the end of next week. Right now storage is the issue. Erik stated these will have to be copied over to a different location, processed then copied back. Aundrea stated next week is the target date. Josh stated this is fine; we are in a holding pattern on this. He has been looking over the documents and was able to get to a few images that they were not able to get to before. Erik stated they ran a few through a test cycle to prove the concept. Aundrea wanted to know if she should e-mail Josh when documents were ready to be verified and Josh agreed.

8. **Issue #40** – *Configuration of Portal for eDiscovery*- training date is set for September 30, 2015. Erik had worked this out with Scott McKee. Erik stated the only thing they are waiting on is confirmation on the time.

9. **Issue #41** – *warrant activity report* _ Aundrea stated this already on Prod and it has been approved. There was an additional report Paula had asked for and she approved it on test and also Charlotte Miers in SO office. As soon as Prod gets updated she will have both offices updated and if that is good she will close this issue.

Chris Reports

1. Angie - Escrow – #184658 Aundrea stated this was still open.

Comm. McKinney agreed. Sandra Bevell opened another one. They are about tills.

Comm. McKinney stated the issue was that they tried to export the information from the daily till on 8/24 and 8/25 and still says export pending. Aundrea stated she was looking at the JIRA and this shows as resolved. She stated she would follow up on this and as a reminder when we have these issues and no update in a couple of days go in and change the status to - need a status update - **Comm. McKinney** stated this is the first we have told to do that. We were under the impression that we submit then there is need more information or reference to developers or waiting for client to close. Do we have to keep asking or we don't get any other information? Aundrea stated to be persistent.

Comm. Geeslin stated the next number which is related which is 3899831 and Chris updated his status on September 3. Going back to what you said I would never have thought that we need to keep asking this is your job we are paying you to do this. Don't tell us to program manage status of what the program manager of Tyler is supposed to do

because it makes no sense maybe you can do that, you do the prodding. Aundrea stated the update on this was September 1, and asked Jane is she had heard back from Todd since September 1 on the exporting of deposits. Jane stated she had not and questioned the GL codes. Erik stated that there was a GL code that was obsoleted or run a financial update script after you do that and it should push it through. Aundrea stated there was one GL that was obsoleted and it lists the one for CCL and court costs and one GL not defined as far as the financial location and court technology fund GL Aundrea stated she will follow up with Todd and will ask Todd to give Jane a call.

2. 186047-Angie – *deposit to export to OFM*. Same issue- incident #3900166- Aundrea stated Jeff Hobbs says they are looking at this with the developer to determine why this is happening and will give an update next week on the progress which was sent yesterday at 4:22pm. Erik believes this is the same incident as #1. Aundrea stated that the county clerk should have the same issue. Jane stated they could not use their OFM package until they get this deposit export corrected. Comm. McKinney questioned that OFM depends on this being corrected and Jane confirmed. Aundrea stated she would speak to both of these techs and see if the solution will be the same for both.

Comm. Geeslin stated that Tyler is encouraging the departments when they have an issue to go ahead and enter it in through the portal so it is highly probable that we could have 3 departments with same issue. Certainly Tyler is not going to suggest that Henderson County basically reviews all of the departmental input to the portal then reconciles them into a single incident and report it to someone else so that we can make sure that you do not have like in this case two different techs working on what Erik thinks is the same problem. It would be interesting to let this ride out to see if they come up with 2 different solutions and he thinks it is a waste of resources. Erik agreed. Jane stated they haven't been able to write checks until this problem is solved. **Comm. Geeslin** stated this is a high priority issue. Aundrea stated she will talk to both techs and will send an update to everyone.

3. Angie – Jury – *needs to be pulled by JP Precincts*. This has 8/21 and has been sent to developers. Josh stated we wanted to pull the jury pool by precinct. This was discussed with Comm. McKinney asking questions and Josh speculating that developers are using the voting boxes. Comm. McKinney stated that they were aware of Pam Underhill's capias pro-fine issue.

Telephone Conference ended with Aundrea.

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

Jane Crouch stated that she worked with Erik 2 weeks ago and they worked on the fees and GL codes and she thinks they are ready to be sent to the next phase. Erik stated they had some questions where they actually added the question to the description of the fee code and that they should get an answer before next week during the testing. Erik stated he wants Jane

to be present during the testing because they will be going through case financials and also to do a follow up next week.

Comm. McKinney questioned Jane if she felt better about Phase Two financials and Jane stated definitely. **Jane ended conference at this point.** Erik stated that he and Gerald were working with Jane on what is already configured . We are pushing some fee codes and offense codes so that there will be a spread sheet to have an offense code with several mappings Instead of doing the mappings one by one. Sprint is set up for next week and Jennifer and Kay will both be there. Erik is testing the configuration of the setup of the system without data, basically in a clean environment going through and testing all of the set up to make sure it is functioning properly. Erik wants to contact Bill Wilder they have some questions on how the financial module links to the case management module in Net Data so that we don't duplicate data. Erik stated one thing that was brought up at the last meeting that we invite more of the offices into the IT steering.

Comm. McKinney stated all the offices were sent the agenda with only one response from JP2 but were unable to attend. Erik stated one thing they are looking for is if Henderson Co. JP's are different from other counties then this will be documented for training purposes. Comm. McKinney asked how the data was coming. Erik stated he has not spoken with the conversion developers since the week before last there were concerns since the meeting with Bill Wilder they want to get deeper into the financials and have a better understanding of how they are working. Erik is concerned with code map there are not a lot of tables.

Judge Barnett wanted to know how close they are to the schedule which was put out in April. Erik stated it should be on schedule and would send the update to Judge Barnett.

Comm. Geeslin asked about schedule ID 71 conversion push #1 63 days from now if it was on schedule for 11/ 20. Tyler says it looks real good.

5) Consider and Discuss IT Director Report.

N / A

6) Consider and Take Action to adjourn.

Motion made by Clint Davis and seconded by Botie Hillhouse. Adjourned at Time: 2:53pm

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.