

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on October 21, 2015 @ 1:33 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
MICHAEL BYNUM	COUNTY TREASURER
KEN GEESLIN	COMM.PCT. #4, via phone
MARY MARGARET WRIGHT	COUNTY CLERK
TOMMY BARNETT	J.P. PCT. #5

And guests: Erik Ernst, Tyler Technologies; Susan Bass & Pam Underhill, County Clerk's Office; Diane Russ, County Attorney's Office; Josh Brock, IT Director

Aundrea Kinney, Greg Wallace, Brian Murray & Gina from Tyler Technologies, and Comm. Geeslin joined via telephone and transacted the following business, to-wit:

Chairman McKinney called the Meeting to order at 1:32 P.M.

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

Motion made by: Judge Barnett

Seconded by: Michael Bynum

Voted unanimously by those present to approve the minutes of the previous IT Committee Meeting. Comm. McKinney abstained.

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

1) ***Issue #26 – Bar Code Scanner – Issue #33 – Capias Pro-Fine - combined*** issues. Aundrea e-mailed a request to Brian to help answer questions. Aundrea was in Monterey County. Brian stated he would call in at 2:00 pm today to address these issues.

2) ***Issue #35 – GL and Fee Codes Review – Aundrea*** – Erik has been working with Sandra and Angie on Financials. Erik – yesterday he and Angie reviewed the GL Codes and the setup fees and fee schedules and we think with the District Clerks office they are ready to do their disbursements. He will be getting with Todd Romich to have him go through the process. The County Clerk's office seems to be good, some questions on fee schedules, we modified but that is all. He will follow up with Jane when she is back in the office. Aundrea - Todd sent her an e-mail and he said he had talked to Angie and the exporting of the deposits are completed. He just needed to confirm with Angie and he closed the Onyx ticket. Erik – we have Angie's bank statements, registry and general account and she has forwarded to me to provide to Todd. He spoke with Jane yesterday on the process of seeding the accounts before we go ahead and do that. He needs to talk with Jane and Todd first.

Issue #37 – TDEX Report- – requested time frame.

Erik - depends on what Jane says tomorrow and if she wants to do the disbursements from March 1st or if we have to work the accounts from September 1st forward from the bank statements. This will not be a very long process. They have to run the financial updates script and make sure all past transactions are updated. If we have to go through all previous bank statements then the process will be lengthy.

3) ***Issue #37 – TDEX Report-*** Aundrea - since September there has not been a new update. It is on hold until the new contract is established. This is the relationship between the state and Appriss.

4) **Issue #39 – document in Judge Addition converted** – Aundrea – she had spoken with Allison Frizzell and sent her Kelly Green from Technical services. Kelly Green is the tech assigned to the conversion. Tyler has reported they are 90% complete with the conversion, the last 10% are large files which will take several days to complete. This is the update as of 10/16. As of yesterday 10/ 20 conversion is still underway. As soon as the conversion is completed, she will send out an e-mail to confirm the documents.

Comm. McKinney – questioned what Allison Frizzell’s concerns entailed.

Aundrea – she had sent Allison Frizzell a list of test documents. Allison could not view all documents on the list. Information had been sent to Kelly and he said probably the grayed out documents are the larger unconverted files.

Comm. Geeslin – process has taken longer than originally agreed upon.

Comm. McKinney – Erik had stated 2 weeks for conversion.

Josh – the County really needs this conversion complete. We will need maintenance to help with the 392nd and 3rd when we install the last few and we will need the Judges on board. If Tyler can get this wrapped up by the end of the week he would be grateful. The County wants to have this installed and ready to go by the first of the New Year. Moving forward he will just have to worry about installation and start using it Dec 1st or Jan 1st. If this conversion can be completed by Friday, it will only give the IT department one week left in October so it will be the end of the year.

Erik – questioned Aundrea – as documents are converted are they immediately loaded into Prod or are they in a holding directory and be moved back at once.

Aundrea – does not know. Believes they go right back to Odyssey. She will follow up with Kelly on an ETA. It has been a slower process than anticipated.

Erik will follow up with Kelly and see if can give us an estimate on dates.

5) **Issue #40 – configuration of portal for E-Discovery** – Aundrea – training was completed last week and configuration of Prod is in the process. Erik – update – as soon as the last item is complete the County can start using Prod. – asked if some Attorneys could work with the County Attorney’s office to send test material back and forth to give confirmation.

Diane Russ – the County Attorney’s office and the District Attorney’s office are testing. Attorney Brian Schmidt will be helping with testing.

Erik – once internal testing is done as far as being able to mark the things to send we really need someone outside the environment for testing purposes.

Chris Report

- 1) #3985425 – **Josh Brock** - Having access TSG CAD having access to put through to TPS. They have had some CAD issues but are working through the issues. Issue is locating IPADS. He feels these are small issues, when completed, will complete project. He asked these issues to be moved to TPS so that it won’t be on the Odyssey conversion list. Aundrea wanted Josh to close incident.
- 2) #3987134 – **Criminal Case Numbers skipped** - Susan Bass – stated – some of her Civil Clerks were trying to input Civil Cases and were being given Criminal Numbers. Numbers had to be changed from Criminal Numbers to Civil Numbers. No ticket was sent. She instructed Civil Clerks to report error if issue continues. This issue happened twice. Aundrea - Cindy Jordanson worked with Angie and they corrected the problem by adding the new case number ID pull for the District Clerks office so there is no longer a cross over from the pull information. Angie agreed issue is corrected- so issue is closed.

Comm. McKinney – questioned the mix up of Civil and Criminal Numbers.

Aundrea is not aware of issue. This would have been a base case side of a Civil Case relating to Criminal. Susan Bass – she stated this has never been an issue with Civil Cases, does not know why the mix up of numbers.

Comm. McKinney – Angie is closing out the numbers skipped issue but we may need to keep a watch on the mix up of numbers.

- 3) #3900166 - **depositing export to OFM**- has not been updated since September 24.
Erik – this is being tracked on the conversion list and he requested this be closed.
- 4) #3907033 – **Need to pull Jury by Precinct** – Josh – should not be an issue but has not heard any updates.
Aundrea - issue assigned to Bessie (she is not in the office this week) will see if she can get an update on this today.

Comm. Geeslin – this has not had an update in over a month. He is sure Bessie has not been out a month.

- 5) #3971822- **Issues sharing discovery with additional Attorney's - Josh** this is actually from the DA's office. The DA's office wanted to make sure they received everything they needed but not more than they needed. If they had co-council assigned they needed to add that to the discovery piece.
Scott McKee – he stated he would rather certify to give discovery to the lead attorney and leave it up to them. He pointed out the fact that from the legal side an attorney can say he did not get. **Aundrea** – on this issue Kent Shelton with Tyler had updated this morning at 9:40 am to Josh – he is looking into these E-Discovery issues concerning the shared items for the second attorney. Would it be possible to share the test case being used for this? Now he is waiting on Josh.
Josh – in the training it shows if you add another counsel then it is known if they logged in or not and if they read the discovery themselves.
Comm. McKinney – Josh will close ticket.
- 6) 3982634 – **Check Manager dates not in order** – sent in by Diane Marsh – had update last week. **Aundrea** - Henderson County will need to take 2013.0.94 revision. **Diane Russ** – not sure about issue. **Erik** - we are on revision 89 which we have been on for a couple of months.
Comm. Geeslin – would like to have ETA on this revision. **Erik** – can be scheduled as early as this weekend. Week to 10 days it can go to Prod. **Josh** – Sheriff's office is his concern, they will be impacted the most. **Erik** – only test this weekend.
Comm. Geeslin – request an e-mail to go to the Committee if and when the revision goes to Prod so the IT Committee knows what version we are on.
- 7) #3981264- **Pam Underhill** – stated Erik helped her on this issue so she will close.
- 8) #3983772 – **fee schedules** – Jane Crouch opened. **Erik** - same issue as County Clerks Criminal Division. In the fee schedule there is a fee called State Traffic Fee so this is related to last issue and will be closed.
Brian – via phone – update on where Tyler is on some of the Development Projects, charge summary information #8192 and bar code label #9811. In patching back projects specifically in our integrated justice component Tyler found it was adversely affecting other projects. Had development management take a hard look at the issue and all evidence pointed back to patching back projects. #8192 went under review by developers and executive committee and it was determined it was not safe to patch back. However, with the release of 2014.0 it was deemed safe and included in the revision stream. For this particular issue, we need to look at how quickly we move to release 2014.0 with the understanding that our JP's would be impacted.
Comm. McKinney – questioned how many other counties impacted on Capias Pro-fine issue? **Erik** – either 16 or 18 other counties.
Comm. Geeslin – assuming that the same one that is on 2012 or 2013 has this issue- that is related to the #8192 project. **Brian** – has not been confronted by any other clients with this issue, doesn't mean there has not been an issue, he is unaware. **Erik** – the other counties may have been taking preventative measures as Henderson County is presently doing.
Comm. McKinney – the jump to 2014 is almost a quantum leap from what we are seeing on the screen now to what we will see in revision 2014. **Erik** - Just new functionality with 2014, the huge leap is revision 2016. If we keep everything the way it is until we get through the JP Phase and then go through the release upgrade at that time.
Botie Hillhouse – watching everything to keep Capias Pro-Fines from slipping through on the Sheriffs end. **Pam Underhill** – Criminal Division is watching carefully for any problems.
Comm. McKinney – needs to know what the County needs to do to catch this problem and not have to fix it. **Botie Hillhouse** – we are checking each Capias and do a confinement statement and then it goes to the Clerk's Office.
Comm. McKinney – questioned how much time does this cost us?
Botie Hillhouse - we always do a confinement sheet on every Capias Pro-Fine from every release. **Diane Russ** – if we have to refund checks it is time consuming.
Comm. Geeslin - do we want to make a decision right now going from 13 to 14
Comm. McKinney – don't believe we are, his concern is for the JP's and trying to determine the County's functions here with the offices where the Capias Pro-Fine issues are handled. He is concerned for the JP's going to the 2014 now if the Capias are manageable by the other departments.

Aundrea – in regards to the IE not being compatible with 2013, keep in mind in making this decision that on December 3, Henderson will need to take a new revision in order to be compatible with Internet Explorer.

Erik – that revision is for all current releases that we have.

Brian – revisions are cut each week. Due to the fact that our revisions are not 100% error free. They are made by humans and still run into issues. We are going to have such a wide push for 14.0 level and will also be a 13.0 and it will be likely that some of our counties will be taking that revision into production and we will keep an eye on the progress. If there is a situation where it is later into January, depending on that's what we agreed to, we will have that particular revision or one further than one needed in another fully integrated client base in advance of Henderson.

Comm. Geeslin – he would like to see all the counties that have gone to 14 and the new issues that have cropped up.

Brian – has not seen a revision level 100% error free. Tyler has a great team and they are constantly working to develop processes that are mostly error free and stable as possible. We have a number of our larger clients in Texas that are fully integrated on 14.0 all of which have JP's. Colin County, Grayson County, Williamson County, Brazoria County, & Parker County is about the same size as Henderson. We feel pretty comfortable it is out there in a similar Odyssey environment, the same number product centers and it is running full force. No hesitation advising Henderson County to take it.

Comm. McKinney – questioned if we want to stay with 13. Erik - if one of the decisions is to be concerned about the JP's schedule then he will get with tech services and Brian's team and put this into the schedule and see if we can put this into the window without an impact.

Comm. McKinney – we don't wish to slip the schedule any further -period. JP's are ready to go and the County does not want to lose that momentum there. If the offices that are handling the Capias Pro-Fines and these issues continue and cause us undue burden we may have to look into these issues and ask the departments involved. Erik – could take it as an action item for him to see how this fits into the schedule. **Comm. McKinney** asked all offices present if this was impacting their offices. All - Replied no.

Ann Marie Lee – stated Jane needs to be asked but Jane has not mentioned the issue.

Comm. Geeslin – he was okay with action. Before it goes in front of the committee for 14 he would like to see more information from the counties currently using the program, impact going from 13 to 14. Believes the comments Brian made are accurate, we would have to do some research from the said counties.

Brian - good point Commissioner, every single client we have, have 4 pieces that are typically unique, business process, configuration, state of the data, network and server and so you need to check this against how Henderson County handles their business.

Comm. McKinney – so we will keep 2013 and Erik will provide the data for us. Who's on 14 and how they are impacted.

Comm. Geeslin – one other thing- we need to look at some of the other patches we have done. We need to get all these GL & fee codes corrected so we can start running our reports again. Our concern is changing to 14 and having problems. Erik - things like codes and data won't be impacted. It may impact functionality due to script errors.

Comm. Geeslin – he would like to have Tyler team look at what patches were done from their prospective and taking it into Prod to see that it is not going to have an impact.

Erik – the team does publish when they put out a revision what results or issues are per revision, then next revision will have fix for issues. Tyler will not push a revision unless they have feedback from QA team or another county, they will intentionally skip some revisions.

Brian - #9811 – *bar code issue* – this won't be available (worst case) until May – June 2016 time frame. Good news is that it won't cost Henderson County any additional money. Based on the fact that Tyler has a tight development pipeline so that new clients can proceed, Brian asked the products manager if this was funded by Henderson County then this product could be on the top priority list and it could be completed by the end of this year.

Comm. Geeslin – he thought he heard additional money could bring product completion sooner.

Comm. McKinney – Did not Henderson County already pay for this product? When the County signed the contract this was included. The County purchased this product already, it is time to go and now we are being held off on something we are already paying on.

Brian – bar code functionality at the time of purchase was lacking, this was something Tyler had not given attention to. It took quite a bit to force this project in and as important as it is we are competing with development work all across the country. To add this additional functionality to make it a more viable property tracking label.

Ann Marie Lee – How much more expensive is it for you to become that more efficient to get this done in 2 months instead of 8 months?

Brian - stated he did not know answer.

Comm. McKinney – let's ask the Sheriff's department how they are handling this issue since the product the County purchased is not available.

Botie Hillhouse – since March evidence is piling up in our evidence clerk's office and it is continuing to pile up. Evidence is very important to the Sheriff's department and to the prosecution of criminals in Henderson County. It is a major function of our jobs every day. Odyssey is really hard on the Sheriff's Office since March and is continuing to be difficult and frustrating. We just live with the product we have and we are not satisfied with the product. It amazes him that if the County pays more money, then we could get the product fixed.

Comm. McKinney – then it would be over a year since it was supposed to be delivered. We will have paid 4 years maintenance with nothing in hand. That is our issue. Especially when Mr. Figs with Tyler says that money is no monetary value to them. We can get Comm. Geeslin to talk about this subject all day long.

Comm. Geeslin – Major Hillhouse was right, it has been piling up since March that was the Go-Live date. Tyler should have identified the problem before we went Go-Live. We are talking a year and ½. You should not have said that if the County paid more money you could give us more resources. He knows we are not the only county that has this issue.

Greg and Brian will go talk to Tyler today and get back with the County.

Comm. Geeslin – from his perspective this issue has to be fixed sooner than later. To ask the Sheriff's Department to wait until June or July of next year is unbearable.

Comm. McKinney – we can get Comm. Lawrence on the call to talk to you about money if you would like.

Comm. Geeslin - could we have time line, 72 hours? **Greg** – not 72 but how about next week?

Greg and Brian left meeting.

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

Erik – continuing code mapping, overcome some of the challenges with the JP 6 combining data. He has those codes in they have to be mapped. They will be reassigning those cases to JP 5, because there was a difference in the codes and they will have to clear out and smash into JP 5. Appointments set up to review some code mapping with Jennifer and Kay next week and appointment with Bill Wilder to assist on internal data review to review some of the elements we have had to create. Not much change in the financial world because those are published at the end of the month. Review the JP 6 risk there because they have kind of worked around that and he has included a report on the progress of code mapping. The numbers are going up, they have been focusing on JP 5 & 6. May not look like huge progress there but there is significant progress. He has been working with Henderson County, stop, do some code mapping and continue to grind away. He is sending e-mail to determine how things are going.

Judge Barnett – feedback from clerks – so far things are going, no complaints.

Comm. McKinney – conversion push 1 is scheduled 11/20. This will really run us forward. **Erik** - some of the gaps are not as big as they appear, the week after the first push is going into Thanksgiving week and into December the last ten days will be a slow period for everyone.

Comm. McKinney - he asked Erik before the meeting how about JP Financials. Erik - Jane has been working with us, we are going to do several reiterations and she will be the driver when we do the data review. We have had several work sessions with Jane and it looks good. There is an awareness that there could have been a gap for the other offices, we have to have GL's no matter is we have one or not otherwise the money has no place to go. Tyler has been good about getting those updated.

4) Consider and Discuss IT Director Report.

Josh - no report at this time.

5) Consider and Take Action to Adjourn.

Motion made by Scott McKee, Seconded by Botie Hillhouse

Voted unanimously by the Committee

Adjourned at 2:55pm

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.