

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on November 4, 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., absent
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; Susan Bass, County Clerk's Office;

Jane Crouch with the Auditor's Office, Aundrea Kinney, Greg Wallace and Erik Ernst 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.

Correct the spelling of Bryan to Brian.

Motion made by: Ken Geeslin

Seconded by: Judge Barnett

Item passed as amended.

2) Consider and Take Action on accepting Odyssey version 2014.0.

Comm. McKinney – this has been brought to the IT Committee to vote on accepting version. **Josh Brock** – does not think that at this time the County should move versions due to training resources, holidays, schedules and the JP Conversion about the same time.

Comm. Geeslin – agreed.

Erik – wanted to make sure the sheriff's office was comfortable with this. Motion is not to go to 2014 but wait?

Motion made by Comm. Geeslin to stay with current version of Odyssey and revisit going to Odyssey version 2014 at the first IT Meeting in February.

Seconded by Ann Marie Lee.

Comm. McKinney – There are other versions of Odyssey 2013 and our intent is to stay with 2013 and not go to 2014.

Item passes.

Aundrea – e-mail was sent out about updating IE. On a side note on December 1, you will have to take a new version of 2013 in order for it not to impact the county's system.

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

1. **Issue #26 – Bar Code Scanner – Aundrea** – will be complete once she has validation of this she will contact Josh to get this deployed on test and verification to be done. Josh can line up the people to test out the new bar codes and make sure it is acceptable.

Comm. Geeslin – today is the 4th of November, we are over a month through the first month of the quarter – questioned if it will be complete prior to Christmas. At the earliest convenience he would like to have a hard data of plus or minus a week instead of saying 4th quarter since we are in the 4th quarter.

Greg – when he spoke with the manager – he believes the total hours were around 60 – 65 and he would start on it that day – last meeting. Will be checking on progress and should meet dead line.

2. **Issue #33 – Capias Pro-Fine amounts not pulling on SO side correctly – Aundrea** – this fix is in 2014.0.4 – next February if decision passes to upgrade then this fix will be included.

Comm. McKinney – this has been discussed at length at the 2 previous meetings- it was discussed between the variously effected departments that although it was an inconvenience it was manageable.

3. **Issue #35 – GL and Fee Codes Review - Aundrea** – Commissioners put on list for tracking purposes. Need to rely on Jane or Angie for update. Jane – stated she has been out for the last 2 weeks, believes there has not been much change- Erik was here a week ago and worked with Angie on the OFM, worked with Susan and Pam on a couple of issues on the fee schedules. Erik - one thing that the County Clerk's office will need to do is to make sure there are no obsolete GL accounts that every fee has a GL assigned to it. He had a conversation with Ann Marie and the original plan is to get the bank statements back to March 1, balance and then go forward – the consensus is that the cleaner, easier and more accurate way is to start at a go-from date and then seed the accounts into OFM – we can do a disbursement of all the funds that are currently in there to 0 balance and then begin a starting balance. They only thing he needs would be a confirmation that this is the route the Auditors office would approve. Jane – wanted to know if this will give them a report on all the checks written and deposits made since March. A check went to the treasurer for what was collected in March. April funds have not been collected. Probably only some out of county checks have been done. Erik - wants phone meeting with Jane, Ann Marie Lee and Treasurers office, Angie, County Clerk's office and go through what has not been dispersed so Tyler can prepare the county to be switched over to OFM. All agreed. Erik is going to shoot with Tuesday or Thursday of next week.

Comm. McKinney – on the IT Committee notes – back in August Erik and Jane reviewed JP fees – need update. He wanted to reiterate that we slowed the JP Fees down until the Phase 1 fees were straight. Questioned Jane if she was comfortable in moving ahead or needs more time.

Erik – further reviews don't have to take place – he can set up a meeting with Jane for this as well – via phone. Jane – while working with fees she hopes the JP Fees will work out better that the County or District Clerk, they look better but are not complete. She will wait until time is right for her to move forward. Erik - Tyler has the first push to be completed on 11/20 where we start data review and that's a good opportunity to meet with Jane and how they are converting now and make the assessment for the corrections before the next push. Data review internally until the first week of December then externally the 2nd week of December.

4. **Issue #37 – TDEX Report - Aundrea** – still in the same status as before – has no update.

Comm. Geeslin – the county needs to reach out to DPS to inquire about the contact.

5. **Issue #39- Error when trying to open some documents – Aundrea** – documents have finished converting – sent Allison an e-mail to verify – after she verifies the documents we will go from there. Last 10% of docs took from October 16 until now – she received confirmation early this morning.

Josh Brock – Allison has been busy in the Tax Office all morning but will review the documents this afternoon.

Comm. McKinney – Judges addition hangs on this - questioned how all this affects Prosecutors. Same documents can be viewed in several different locations.

Josh Brock – this gives the Judges all the documents at their fingertips and Judges expect prosecutors to have documents at their fingertips. It's a great tool which is why it was purchased.

Scott McKee – it allows individuals to see digital documents.

Comm. Geeslin – this will eliminate what your clerks are doing to prepare these documents for the Judges so they have it in a format. You have 2 clerks spending 80% of their time just preparing this paper document – looking at requiring a special printer just to keep up with Judge’s requests –

Susan Bass - once we get to the point where all the e-filing comes directly from e-filing and going into the system it will save time. At the present time the County Clerk’s Office has to print off the e-filing and put it into the file. We don’t have the e-filing going directly into Odyssey. We already have a public access computer set up so that someone can access things on the computer.

Josh Brock – it will take someone to lead that trail. Going paperless would be great. There are signature things that we have to overcome but that is just a detail. As far as storage on the server we have been storing documents already. We are all digital but still have paper backups.

Erik - when an e-filing comes in that is not integrated- the office gets notification and we go to the sight where the filing is located – is the only option to print? He will look at that capability as to whether the document can be saved from an e-file website and attach to Odyssey. The e-file team will know the integration time frame. Believes Darrell was working on issue.

Susan Bass – asked the question of time frame concerning integration a month ago but has not had a response.

Aundrea – she understands that until they are integrated with Odyssey they will have to be printed.

6. **Issue #40 – Configuration of Portal for eDiscovery** Aundrea – Ken Shelton worked with Diane Russ on final testing in Prod. Erik – they were actually doing corrections in test – has not had a chance to talk to Diane Russ.

Josh Brock – just spoke to Diane Russ – regarding eDiscovery – this was a rights and rolls issue and they believe this has been corrected. Erik – so if this is fixed they can use it some in test if she just gives us notification then they are comfortable to send to Prod.

Comm. Geeslin – as far as the training- is everyone trained? Everyone but the DA.

Erik – everyone has been trained – there is a Power Point presentation that went with training that was supposed to be sent with the offices and if not then can be sent. It would probably be easier since Diane Russ had taken the County’s roll as subject matter expert on this – to go over it quickly with Scott McKee – between that and the Power Point it will be fine.

Josh Brock – on the training we had an all-day basic scheduled training – we only had a half-day training since we were able to cover all the material.

Comm. McKinney – so for the individuals who are not in the Clerks offices or the Prosecutors’ offices – what is configuration of portal for?

Erik – portal is a large term for what Tyler is going to for public access – portal has different modules and different functionalities – we are using it in Henderson County for what is called eDiscovery – the DA can provide an electronic form Discovery to the Attorney’s for their defendants. The Attorney will receive an e-mail notifying them they have Discovery in the Portal- when they log on to that they can retrieve those documents. Odyssey time stamps the Discovery when the e-mail is opened and the documents are retrieved and tells who has received Discovery.

1. A way to share information electronically

2. For the DA’s office to have a record of when and what discovery was provided.

Erik – the users have been testing it in test but some changes had to be made- those were completed this morning – we would like them to do more testing so that it is all set up working the way they want it – Henderson lets Tyler know and they will send it to Production.

Scott McKee – is there a paper report generated since it has to be admitted into evidence? Is there a tutorial that the Attorneys can open and learn how to use the Portal so that we don’t have to be training the Attorneys? The County would not want to pay for training. What about sharing passwords with others because there are legal ramifications.

Erik – there is a reporting functionality associated with that. The Attorneys have to go the Portal site to register as a user. Does not know if there is currently a tutorial for the Attorneys, they just log in and Discovery can be viewed. The interface of the site can be designed to have disclaimers about sharing passwords.

Aundrea - next meeting will be November 18, 2015 and she will be out of the country. She will make sure the list is up to date and will send to Henderson. She will be back for December 2, 2016 meeting. Erik will cover for her.

Erik – notification will be going out to all accounts, there will be a maintenance link up from 6 am to 10 am on November 15, 2015.

Josh Brock - need to get notification to Sheriff's department.

Chris Report ---

A) Rights and Rolls – Grand Jury Cases

Josh Brock – received message from Reynolds after 5:00 on Friday and has not been able to respond. He needed assistance for Indigent Defense. He had one more person who needed rights and rolls to have access but not at the same time. It falls in the security of the Grand Jury cases for the defense – to assign them an attorney.

B) #3985425 - Could not close CAD issue for District Clerk

C) Jody Vincik entered this ticket – CB Wrapper

Josh Brock - we had a case they were trying to do a narrative on- it was tried in multiple places and they were getting an error of CB Wrapper – something we had in the beginning conversion – normally we can fix this issue. Dwayne Sanders was officer working on case. This was opened yesterday.

D) **Angie - Escrow – #3998108 this was opened 10/27** – Erik will look into.

E) Error when installing Judges Addition

Josh Brock – Allison was assigned this issue. Erik has no update. Opened 11/03.

F) Polling By Precincts for Jury Trial –

Josh Brock - spoke to Angie and Tyler gave us a couple of options and Angie decided how she wants issue resolved so he believes this will no longer be on the Chris Report.

G) **#3982634 Check Manager** – update is available. Aundrea – has not been updated since 10/16. Fix is in 2013.0.94. So Henderson needs revision. Josh Brock - revision should be for December. Aundrea – this will be handled with IE Push in December.

Telephone Conference ended with Aundrea.

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

Erik - same phase as the last IT Meeting. Sessions with Jane and Jennifer last week to go over some codes that were in question and also to teach them code mapping. Some codes were changed to better options. Code Mapping is due to be wrapped up on 11/06 – on track. Erik and Gerald are working on project. Traffic codes are the only codes which are left to be added to Odyssey.

Conversion push 1 for 11/20 – still on line.

Comm. McKinney – as a pullover from FEMA Meeting we had a lot of discussion about time frame of Push. Conversion Push 1 is right before Thanksgiving and Conversion Push 2 is in January – we need to know what the County's roll is during the Holidays. Erik - notification will be going out next week for daily reviews for the JP Offices will be the week of December 7, by office and group session's week of December 14. The conversion on 11/20 will be internal activity on Tyler's side doing system checks- after that we will be doing internal work with Bill, the week of the 30th through the 4th -we will be setting up meetings with individual offices the week of December 7 through the 11 and then group meeting December 14 – 18. Formal schedule will be sent out. Financials are updated through October, if any questions call Erik.

Comm. McKinney – statistics on code mapping progress. Erik – top statistics are code mapper completion run as of today – also code mapping report run 2 weeks ago- by each project and by each office. Based on frequency use and number of codes. Subject matter experts are from JP2 and JP5. We can combine code tables into one mapping table. Difference between JP3 and JP4. Jennifer has been going in and side by side mapping and they will be up with other JP's. This is due to the designated SME and availability to map tables together. Remainders have to be done to map together. Per office there are 1700 and 2500 codes to work through.

Judge Barnett – so many codes – some are obsolete –

Comm. McKinney – it was stated that Tyler would like to see 90% of this done before the conversion – questioned ramifications of the work only being done at 57%.

Erik – some of this is that we have the agency table and the officer table – there are thousands of values in there which are impossible to map all – the ones that can't be figured out will be mapped to another code. A lot of the code in JP3 and JP4 will go into a default code and this can be done in a timely manner. This will not affect the conversion. Will run report again on Friday and it will be closer to being complete. Tyler is doing most of the work – offices help out with information.

Erik left meeting

5) ***Consider and Discuss IT Director Report.***

Josh Brock – had outage on 11/14 – had a server that had a nick card problem – he resolved it and brought all back up. Power outage at Judicial building – 1 ½ minutes – took an hour to resolve. Everything else has been quiet.

Comm. Geeslin – questioned length of down time from outage.

Josh Brock - computers had to be restarted several times so about an hour. Outage affected the routing of the one switch – could be Suddenlink's routing. Servers did not go down. This came from external source.

6) ***Consider and Take Action to adjourn.***

Motion made by Clint Davis

Seconded by Scott McKee

Time: 2:47pm

Note: issue coming up on December 2, 2016 meeting – all 4 Commissioners have a conference that day in Nacogdoches - meeting needs to be held regardless.

Item passes

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.