

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on November 18, 2015 @ 1:31 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; Erik Ernst, Tyler Technologies; Susan Bass, Pam Underhill, County Clerk's Office; Erik Ernst from Tyler Technologies:

Jane Crouch with the Auditor's Office, 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.

Motion made by: Judge Barnett

Seconded by: Michael Bynum

Item passes

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

- 1) **Issue #26 – Bar Code Scanner** – Erik – followed up with Greg who contacted developer – developer said development would be completed Q4, he has concerns for testing the code through aggression testing and this may push into the beginning of January, that is when it would be loaded in. Developer is still going to try to make Q4 deadline but he wanted to put this out there so there won't be any surprises. He believes this will be the first 2 weeks.

Comm. McKinney – addressing the Sheriff's department he questioned if this was delivered at Christmas how would this affect the staff would this be a good time or bad?

Botie Hillhouse – this is always a slower time.

Comm. Geeslin – mid-December is the best time to help the Sheriff's department recover from this problem. The developer has worked very hard but it has been talking about this issue for a long time.

2) **Issue #33 – Capias Pro-Fine amounts not pulling on SO side correctly** - Erik - after last meeting there has been the decision for now for Henderson County not to do the 2014 upgrade because issue if manageable at this point. Comm. McKinney wanted to leave issue for tracking purposes only.

Comm. Geeslin - questioned how many counties have this issue? No one should. Erik – assumption would be anyone using integrated all the way back to jail in Texas has this issue. 9 separate tickets on this issue.

3) **Issue #35 – GL and Fee Codes Review** - Erik – Jane had a folder of questions and most she fixed herself. There are a couple of GLs she wants to change. Regarding the OFM – we did the final steps to cut over to Odyssey Financial Manager which we have lined out and who is going to be responsible. We are going to shoot for the November back statements. Mark all the deposits as exported, clear the balance out, seed an opening balance and when the county provides the outstanding transactions, those will be input and it should balance. Comm. McKinney wants this forwarded to the entire committee and also submitted into the minutes. Jane – it is looking better, thinks she is ready to enter July and August, the reports look good.

Ann Marie Lee – questioned the archive situation- is this mapped properly? Jane will look into this issue. Fee should have gone to clerk and thinks she has it worked out. Jane has not worked on issue of tracking by court but the reports can be run by threes. It is just run a little differently. We are not currently able to run report for District Courts.

Comm. McKinney – District Courts are so much less than the courts of law, did not remember tracking them like that because they are more dispensation than revenue. Questioned Jane if she was comfortable with JP side. Jane – believes so, she feels things are starting to come together. Erik – first push will be completed Friday.

4) **Issue #37 – TDEX Report** - Erik - marked a closed – Tyler has no control over. No one has heard anything about contract with State.

Comm. Geeslin – does not want this to be dropped off list. It should not say closed just pending.

5) **Judges Edition** - Erik - notes from Aundrea, he followed up with Josh – indication that about 50,000 documents will have to go through a conversion process. Even on the ones converted have some problems.

Josh Brock – finds it hard to believe 50,000 have problems. He is having Allison checking the documents court by court by random and send back the results and Tyler has been quickly responding. The documents are easy to review. Until Tyler can say these 50,000 are converted and we can say all is clear he can't say this is related or not. This could be some other issue. Erik - 780,000 documents were converted.

Comm. Geeslin – the probability of Allison finding all documents is remote. Get the 50,000 documents converted since that was only supposed to take 3 or 4 days and that was months ago per Greg Wallace.

Josh Brock – when he can replicate something so readily then he believes there is some other issue. He still needs clarification.

Comm. McKinney - concerned that on November 4, documents were finished converting. Then Tyler says they still have 50,000 to convert.

Josh Brock - Does not know answer – will not answer for them. During initial conversion we sent files from server and there was a group that initially was not sent (there was more than 50,000) and does not know if this is the problem. Regardless of issue he can't give clear answer until documents are converted. Erik - the larger documents were going to be left for last but he can't rectify the entry from 11/4 – 11/18. He has no knowledge of issue.

Comm. McKinney – we only have one pass at this and it has to be made right or we will lose all co-operation from Judges. All has to be right but to continue the good will this has to be right.

6) **Issue #40 – Configuration of Portal for eDiscovery** – Erik - testing is going on – Diane has some questions regarding the process to add attorney's correctly. She was walked through the process with Dwight Spencer. She stated this morning that when she goes into Attorney A she sees documents from Attorney B. He needs to find out if she is in discovery module or just doing case search. Diane also noted that she did receive the notification that discovery was ready to be viewed but when she logged in as an attorney to the portal there was not a document there so Dwight Spencer was supposed to contact Diane. These are things that need to be worked on.

Comm. McKinney – knows this is not Erik's list but is concerned with conflicting information on the histories – training complete. Erik - since Diane spoke with Dwight on the 13th she has done some new testing a couple of things came up and Dwight is following up with her on today. She has also been

working with Mr. Treadwell. We will make sure this is good before it goes and that the offices are comfortable with new application.

Comm. McKinney – Again this is where we are going to see our biggest gain in efficiency in the Judges Addition. The clerk’s offices are anticipating this addition. **Comm. Geeslin** – mentioned sending Tyler a bill for an emergency paper amendment budgeted in Comm. Court for the District Clerk’s Office. **Ann Marie** – that was regarding e-filing. **Comm. McKinney** – same argument different item. We are not able to import that in, we are having to print it out. Erik - the offices are asking for automatic e-filing where they don’t have to print documents out. Tyler is about to do a conversion push which cannot be overrun. Prior to our next push we can pick up the codes on the refresh site and you can do whatever testing you want.

Comm. McKinney – why has E-Filing landed so late in the process for us? Erik - has been a question of his – not an overly complex process – just have to have fee and event codes aligned with the attorney interface with what is filed. His understanding is this is complete. All that is left is for e-filing (Tx-File) to test the automated process. They need to send a case through and it should create case. There is a project team just for Henderson and Deryl Taylor is working with clerk’s office.

Comm. Geeslin – is this something that we will have to get a program managers report from so that we can see progress? Erik - I was informed that we don’t need to wait on the JP Phase for the county to move forward, if the county needs their codes pushed to test we can put them in with the JP Phase.

Comm. McKinney – asked Susan if she had contact with anyone concerning E-Filing. Susan - probably September. Angie is really staying on top of issue. Erik – last e-mail from E-Filing was on 11/6

Comm. Geeslin - he stated he thought Angie is staying on top of this, but Tyler is costing us money. Erik – He will add e-filing to the list so that we can keep track of it. **Comm. Geeslin** - his reference to the use of paper is just the tip, because this is man hours being consumed and we are looking to find

productivity in automation. **Comm. McKinney** – Any e-filing going in the County Courts? Susan Bass – The files come in daily. They are accepted through the e-filing system, then they are printed out, scanned into the Odyssey system, placed into a file and taken to the Judge’s office. **Comm. McKinney** – Before you start – How long does it take for that process to go through? Susan Bass – 5 – 10 mins per cases and 10 – 20 cases average per day. **Comm. McKinney** – Let’s say 2 hours every day, 10 hours a week that’s a quarter of a pay period on doing nothing but scanning right now and that’s the savings we are talking about. The only savings we can do is in our efficiencies. About \$5,000.00 a year. Erik – My question on that was – When I go into the e-filing site can I save it as a pdf? Susan - I have to print the document out in order for it to be given a file stamp. Erik – With Judge’s Addition it can be saved directly into the case which makes it easier. **Comm. Geeslin** – Asked Erik to repeat that. Erik – Judge’s Addition makes it “easier” for the Judge’s to manage their docket in the courtroom. We spent the extra money on Judge’s Addition to make the process easier for Judges in the hopes that everyone will use it.

Judge Barnett - asked about a paper motion how does it keep track to mail out notices? Motions will be attached to the case. **Comm. McKinney** - wants e-filing added to the list for tracking purposes.

Comm. McKinney - the Chris report – The CAD can’t be closed out. Josh stated that no current errors. All pieces have been resolved. **Botie Hillhouse** stated that the functionality of CAD can’t see everyone. Officers still haven’t aren’t to use all features of the CAD system. Subscription has run out, but it is actually part of the contract and Josh will address the issue.

Comm. Geeslin - stated that want Henderson County to pay for issues already in the contract.

Comm. McKinney – fees and finances Leticia Carpenter has an open ticket but Tyler needs some answers. She stated that when she has a 90 day mental, her reports come back blank. She will close when ticket when issue is resolved.

Check manager still not in order. Revisions should be in December.

Court Coordinators flex calendars access – will check to see if it closed.

Phase – 2

Erik – stated not a lot of updates, getting the code mapping done. Working on a schedule for data review. There were no updates at this time. Week of Dec 7. Notices will be sent out. First push – see where are efforts are to be going. We have been doing a lot of targeted training. Module training will be half days. Judge Barnett requested training to be consecutive days. Times were discussed for training. Go live will be May 9th, 2016. Training will be at the end of April. Erik will have schedule by the middle of February.

Offense codes - Erik feels comfortable where they are on the codes. The push is on schedule.

IT Directors Report – Josh reported on previous outage. He stated he would like a breaker panel instead of fuses. Ken asked how they know the temperature of the server room. He asked if there is an alarm on the fuse panel. The answer is no. Ken wanted to talk about AC for the server room. The easiest way is to put in an Air Con unit. Doesn't know the cost. The cost could be \$5,000.00 to \$6,000.00 for an Air Con Unit. Comm. Geeslin feels this is a small amount to pay for an outage. This needs to be escalated as soon as possible.

Motion made by Comm. Geeslin Seconded by Botie Hillhouse to adjourn @ 3:05pm.

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.