

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on December 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, <b>absent</b>
MICHAEL BYNUM	COUNTY TREASURER
KEN GEESLIN	COMM.PCT. #4
MARY MARGARET WRIGHT	COUNTY CLERK
TOMMY BARNETT	J.P. PCT. #5, <b>absent</b>

And guests, Josh Brock, IT Administrator; Diane Russ, County Attorney's Office; Erik Ernst, Tyler Technologies; Barbara Cox, Pam Underhill, County Clerk's Office; Aundrea Kinney, via phone from Tyler Technologies, and Jane Crouch, Auditor's Office, via Phone: and transacted the following business, to-wit:

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

***Consider and Take Action to approve the Minutes of previous IT Committee Meeting as amended.***

Motion made by: Ann Marie Lee

Seconded by: Botie Hillhouse

Item passes

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

***Issue #26 – Bar Code Scanner – Aundrea*** – stated that the Bar Code Scanner is still on track for 12/31/2015. Erik stated the development is complete and it has to be QA Tested. It will be after the first of the year before it actually gets installed.

***Issue #33 – Capias Pro Fine – Aundrea*** stated when we upgrade to the 2014.04 it will be in that release.

***Issue #35 – GL and Fee Codes Review*** - this was left on the list for tracking purposes. Erik stated he and Jane met last week and submitted the issues to have the fees collect to escrow to zero to odyssey financial manager. Jane wants to see a months of transactions starting 11/1/2015. Erik stated that they are going to run it on test first. If they run it on PROD there would be some significant changes. Erik will be following up on this to see if it goes to test before the holidays.

Issue #37 – TDEX Report – Botie stated that he hasn't heard from the State at this point. Aundrea stated that they were leaving this on the issues list until the State signed the contract.

Issue #39 – Judges Edition – Aundrea stated that the documents were not pulling up correctly in the Judges Edition, she worked with Allison and she stated that all the documents were pulling correctly in Judges Edition. Aundrea stated she closed this issue on December 9, 2015. Josh stated that we were having issues with mug shots. Aundrea said that they updated and added the throttle to Judges Edition and Aundrea had talked with Allison and she stated that the mug shots were pulling in correctly. Aundrea said Judges Edition was upgraded to one of the newer versions 4.0.18. Aundrea asked if the Judges needed training? Josh said yes and would like to have a webinar with Judge Perryman and go through it with her again and to make sure there isn't anything in it he didn't understand.

Issue #40 – eDiscovery - Aundrea stated that Erik has been working on this internally. Erik stated that they are about as far as they could go without an expert. He is working with Adam Henderson. There is one update that is needed to be made to PROD and his suggestion is to get a brief refresher with the DA's and CA's offices on training.

Next meeting with Aundrea will be January 20<sup>th</sup>, 2016.

Chris – Report – two open Items – Financials and TRN. The criminal division isn't able to create a TRN number. The court ORI isn't an arresting agency. Erik asked if the SO can give an ORI number. Pam Underhill stated that she was trying to order cards with TRN numbers already on them, the ORI number would be from the Sheriff's office. Pam stated that the fingerprint machines were not working with Odyssey. Josh will help get the fingerprint machines up and running and also we have a maintenance agreement with Morpho Trust to assist with the maintenance. Pam stated that every time a defendant was to get fingerprinted they would have to call Morpho Trust with issues with the fingerprint machine, and was not able to get any help at that time. Pam is trying to get fingerprint cards with TRN numbers already printed on them. Erik asked Botie if there would be any problems with using the Sheriff's Office ORI number. Botie stated he didn't see any problem with it. Wade asked Pam if we have always had issues with the fingerprint machines. Pam said yes. Wade stated he wanted us to work on this for the next 30 days to get the fingerprint machines working. Wade said we have the issue of the State kicking the fingerprints back. We need to find out if we have the issue with hardware or software with Morpho Trust. Wade wants to work on the fingerprint machines for the next 30 days to see if its operator error or hardware or software so we can really address the issues. This can cause issues with our CJIS and percentages. Pam stated that they do fingerprint cards manually and they are sent to the jail promptly after court. Wade's concerns we are losing the efficiency of the fingerprint machines and monies being wasted on the manual process.

Aundrea stated the issue to remove the defendant name from the case since 11/17/2015 had the fix applied on 11/19/2015 to test and it wasn't relayed to Renee Porter. After Renee looks at it on test, it then will be put on PROD.

Wade and Diane spoke about the user's conference. Josh discussed the Conference on March 29<sup>th</sup> and March 30<sup>th</sup>, 2016 for Odyssey and to send key employees to the conference. The cost of the conference in Austin is \$500.00 per person plus travel and room expenses. So the cost per person could run as much as \$1,500.00 per person, and could be as many as 11 people going to the conference. Wade asked Aundrea why we should send people to the conference? Aundrea is going to look at the agenda to see what is offered. Erik asked Aundrea if there is a link to the workshop? Please forward it through to the committee.

Phase 2 – Erik stated that he is basically just doing data review in the last week and visited each JP Offices. They went through sample cases at each JP office. All JP offices are experiencing the same issues. Erik stated he wanted to have a meeting with all the JP offices regarding warrants. We have the JP offices with warrants and the Sheriff's offices already has some of the warrants. Also some have been sent to OMNI Collections and they still want to convert the warrant data and show the warrants as inactive. Wade stated his issue with 14,000 warrants in the amount of \$2.8 million for whatever reason they weren't collected. Erik's concern is we don't have duplicate active warrants. Botie stated that not all of the JP warrants are sent to the Sheriff's Office. The Sheriff's office would have to call the Constable to see if there is a warrant on an individual. The Constable would bring the original warrant to the Sheriff's Office. Josh stated that when he talked to the JP about the warrants, if they didn't want it to be a warrant they wouldn't issue it. Wade stated that holding the warrants off the books is not the proper

way to handle the warrants. The statement that was made to Josh was that it was an officer's safety issue. If they issue all those things as warrants, it's an issue for the officers. Wade stated that is an asinine statement. Josh stated this was back during the JP meeting in the Commissioners court room with the JP's. It was stated that all the JP warrants would be part of the system. Erik stated if we need to change the condition on this and put a hold this for now he needs to be told quickly. He has already submitted a ticket for this line of development. Wade stated this needs to be held. Erik stated the version push will be done January 8<sup>th</sup>, 2016 so they are working on developments. They are working issues that are submitted and development request. We do have to go in if there is an active warrant that needs to be changed to inactive. The current system supports the current process. Wade stated we are not going to modify our system to meet their needs. They would need to modify their needs to meet our system. Wade stated there would be no changes until you get direction from the IT Committee. Erik stated he would reassign that issue back to him. It could be as long as January 20<sup>th</sup>, 2016 before this would be discussed. The only reason this could be inactive is conversion issues. Ken stated we need an IT Meeting on January 6<sup>th</sup>, 2016 for Phase 2 purposes only. Erik stated that some discussion needs to be had with JP offices and the Sheriff's Office prior to the Christmas break concerning warrants. There will be an update on January 6<sup>th</sup>, 2016, IT Meeting. Erik stated if we wanted this to be picked up on the next push, Erik would need to pull this issue out and re-submit it.

**IT Director's Report** – Josh stated we had an outage on Sunday December 13<sup>th</sup>, 2015. We were down for eight hours. Everything came back up with no problems.

**Air Conditioning Units** - Josh stated that we got three (3) bids on the air-conditioning units. The bids were for \$8,300.00, \$5,300.00 and \$4,180.00. The one for \$4,180.00 is with Air Service which is Michael Houston and he is familiar with the system here at the Annex. He will be putting in all the electrical and not use any of our maintenance workers for the electrical work. Josh turned the bid into purchasing they got it signed and stated that it would be installed the following week. We should have the unit before the Christmas break. Wade asked about the fuse issue. Josh stated that they aren't going to handle the fuse issue. Josh stated that when they got on the roof they saw a few items that weren't right. Josh stated that we need a low pressure switch to keep the unit cycling on and off to keep it from freezing up. Josh stated that the main box on the roof is lying in a puddle of water. It should be upright on the pole Michael will fix that as well. Michael will wire the thermostat. Ken asked for Michael to put together a quote on a maintenance contract just for those units on a quarterly basis. For the budget next time we will put the A/C for the server in the IT Department budget. Michael is going to wire it to the panel to the room it is based off of. If we decide to move to a generator system we would be able to power that room. We can now move forward to a generator back up.

Motion made by Comm. Geeslin and seconded by Botie Hillhouse to adjourn @ 3:04pm. 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.