

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on February 3, 2016 @ 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, absent
BOTIE HILLHOUSE	MAJOR, SHERIFF'S DEPT, absent
WADE MCKINNEY	COMM. PCT. #2, CHAIRMAN
SCOTT MCKEE	DISTRICT ATTORNEY, absent
MICHAEL BYNUM	COUNTY TREASURER, absent
KEN GEESLIN	COMM.PCT. #4
MARY MARGARET WRIGHT	COUNTY CLERK
TOMMY BARNETT	J.P. PCT. #5

And guests, Josh Brock, IT Administrator; Judge Pollock J. P. Pct. #2; Erik Ernst and Greg Wallace, Tyler Technologies; Diane Russ, County Attorney's Office; Aundrea Kenney with Tyler Technologies via the phone; Susan Bass and Pam Underhill, County Clerk's Office and Jennifer Carmon, Judge Barnett's office.

Transacted the following business, to-wit:

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

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

Motion made by: Comm. Geeslin, Seconded by: Judge Barnett. Item passes.

Consider and Take Action on Phase One of the Odyssey Project, Athens Campus.

Aundrea –

- A. Bar Code Scanner – Aundrea stated that the bar code scanner has been installed on test and PROD. Erik sent Aundrea a screen shot and printed it, the information was there. Aundrea stated she would like someone at the Sheriff's Office to test this out and let them know how the information looks for them. Josh stated that the Sheriff's Office has been notified that the Bar Code Scanner is ready for them to test and approve. Aundrea asked Josh for someone to send her an email that everything is working correctly with the Bar Code Scanner.
- B. #33 Capias Pro Fines: Aundrea stated this is fixed in 2014. They will see what release we take and will coordinate these have been updated and fixed at that

time. Wade asked Diane Russ and Pam Underhill how we were doing on catching them; Diane and Pam stated they were doing well.

- C. #35 GL and Fee Codes – Waiting on Erik to see if this is still outstanding and to see if everything has been resolved. Erik stated that they are about to run the OFM roll-out. They have to projects going right now. Jane and Erik were looking at deposits that haven't been exported. Some of the deposits go back as far as 1985, so they are going to show those deposits as exported so they can zero it out on test to put our balance in; that has been turned back around, Erik is hoping to get a view of that in test the week of February 3, 2016. If Jane approves that as good to go, Erik will have them executed in test and see the accounts and be able to go forward and run checks from there. Wade - stated that two weeks ago it was stated that and he remembers a discussion about a start date. Erik stated that we are still at 11/1/2015. Wade - asked Ann Marie she was good with the date. Ann Marie stated that if Jane is ok with it, she is ok with the date. Erik stated he wanted to expedite the 11/1/2015 date and would have more transactions and would rather not go beyond the end of February 2016. Wade asked what is standing in the way of getting it done? Erik stated having the scripts executed and taking a thorough look at it and making sure that it is what we are wanting. The reason that is so important on this particular issue is they are actually removing data. When we decide to push this into production-is to restore backup. They can do this on a weekend and have it checked out on the weekend by Henderson County and make sure that we are correct before pushing it to PROD. Wade asked on our end, what specifically do we need to be looking at as far as Henderson County is rolling and moving this forward? Erik stated once those scripts are executed and are ready in TEST, we need the County Clerk, District Clerk, Jane and myself to sit down and look at it very thoroughly in TEST. Wade asked if it would be toward the end of February 2016 and would we be ready to move to that process. Erik stated he would like to be able to do that in the next week or two in TEST and have it running in PROD by the end of the month of February 2016. Erik stated he would like to get the account seeded and start moving forward. Wade asked if there were any issues from the County Clerk's office on this, Susan stated that we are still not depositing anything even ones coming in daily. Erik stated that they are going to program them as exported.
- D. #37 – TDEX Report – Aundrea stated that we are going to leave this on the list until we hear something back from the State. Wade asked if there was anyone on their end checking with the State or does Henderson County need to do this? Aundrea stated that they do have contact with the State, but as far as the report- this affects the county and not Tyler. Erik stated that we have a legislative update group that sends information out to counties and that Tyler is on that as well. It may be on there if DPS is sending it out to the affected counties. Erik stated that for them it is an export and at this point there is no place to export it.
- E. #40 – eDiscovery Portal has been installed to PROD. Aundrea stated that Erik wanted to get training rescheduled. Erik stated there are some final testing that has to be done. They had to get the latest version installed on PROD. That has been done, and has been corrected. Since the changes have been made, Erik had some testing he had to do which he hoped to be done February 3rd, 2016, since the upgrade has been installed. He said he then could set dates for training. Wade – asked Aundrea if the portal could be updated into the documentation?
- F. #41 – Vehicle issues have been updated in PROD and this issue is closed. Wade - asked if we would see this again? Erik stated that we would not see this again. If the code mapping is done incorrectly you could potentially have another issue. The issue with the Porsche was an issue with incorrect code mapping.

- G. **Chris Report** - Erik asked Aundrea if the primary focus is to review the Chris List. He is asking if Chris could come in on the call monthly. Chris list will be non-ending and should go on for another year. Greg stated that he would talk to Chris about coming in on the call, but this is not his M.O. Greg stated that he might consider coming in on the call for about 15 minutes for the JP Phase and present it on his behalf.
- H. Erik asked Aundrea if the portal face is going to look different than it does now? Aundrea stated that her training is next Monday, February 8, 2016 and she will have a better idea of how it will look. Aundrea stated that from what she has seen, it should be about the same. Erik stated to wait to see if it's the same, then there would be no reason for training. Wade – stated that IT Committee would give her a month off and would see her March 2nd, 2016. Ken – stated that Aundrea's call only took 15 minutes, the Chris Report usually lasts about 10 minutes at the most. The committee is only asking for Chris to be on the call 10 minutes. Greg stated that they would make sure Chris or someone would represent Chris on the call.
- I. Wade – asked Aundrea if she received the Chris list? Wade – wanted to know about #1 with Diane Marsh. Aundrea stated forgery didn't zero out hot checks. Diane Russ – stated that when you put forgery in the status it is supposed to close out the case, it is still leaving the case still active. This makes the case an open pending case. Aundrea asked for the case and the check number and where this occurred. Are you working in case manager or check manager? Chris is asking these questions and needs a response from Diane; this will help him resolve the issue.
- J. Brenda Houston - Checks not printing even though they have a check number. Brenda stated that she didn't pick the charity group, when she printed jury checks. Jurors can choose a charity of their choice. Brenda didn't select charity, so when she finished with the jurors they had already assigned the charity group checks. The checks did not print because she didn't select charity group. She had called Betsy to find how to go back and reprint the juror checks. She hasn't received a call back from Betsy at this time. Josh will get with Brenda and train her how to use the portal. Wade – asked Aundrea-are there any additional not from Betsy concerning this issue? The last update was Monday, February 1, 2016; stating that they have received Brenda Houston's call and this issue has been sent to Betsy. She would be in the office the following day and would assist her. Aundrea will ask Betsy if there is an update on this issue.
- K. Susan Bass – stated that this is the same issue on the monthly reports she needs to send out. She was told that they changed the delimitator from the comma to the straight up and down line and this would keep all the items in the correct space. Susan stated that she sent a ticket in due to not getting assistance from here. Susan has been working with Lacey Blackwell and she did send off to the developers and they are working on it. This is the monthly criminal case report which goes to the vendors. Erik stated that this would only be off if it was run as CSV. If there is an extra comma this throws off the alignment. External users are using it to put it into a data base. This is on an excel spread sheet. Aundrea stated that this is fixed the QA is verifying that it is fixed before they release it and send it out. It will be put in a revision or a packet until they finish the verification. Timeline – it is in QA testing – the revision schedule comes out every two weeks.
- L. Erik stated #3902694 with the check order has been fixed.

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

Erik – stated that they are continuing to work on the warrants and have sent the warrant list out to the JP offices. Two of the offices corrected the source data and Jennifer Carmon, with Judge Barnett's office has corrected some warrants as well. We will get the rules back for the remaining warrants. Erik stated they are still trying to get a mini push in before the next conversion push and see how it looks to give them a chance to make any further corrections. Gerald is coming out the week of February 8th, 2016, and work with Jennifer one day in that week. Erik stated they have pushed some new offense codes from NetData to PROD. Those were the set of codes that were specific to NetData that were mostly the traffic codes. Most of the Class C were in there and have been pushed to PROD. Erik stated that they had done a test on DPS e-citations import this past week of February 1st, 2016 and dropped 81 citations which is good this early in the game to have that test completed. There is some work that they had gotten from the test, meaning that the citation DPS codes are having to be put back in the mapping. That should be one of the benefits of going to Odyssey you have to key the citation in, which will drop into a que and can accept the citations and creates a case file. Wade asked how much of help is this for our clerks on the DPS ticketing? How much of a time saver is this?

Judge Barnett- stated it would be more beneficial with e-citations, they have people calling, coming by to ask about the tickets and the office hasn't received the ticket. It has been as long as a month on receiving citations in the mail. It saves more time by receiving the e-citations. Judge Barnett – stated he gets tired of people coming in trying to pay a ticket and not having cash with them. He would like a credit card reader. Josh – stated that with Official Payments you have to long into the site and provide them a machine. Tyler Technologies has third party vendors they can take the card and swipe it. Tyler will have vendors at the conference coming up in March. Tyler has a payment system as well. Ann Marie – stated that we have to go through a third party with credit card machines. Erik – stated they could have machines in the office that would post the transaction. Judge Barnett stated that at one time, they had talked about using Cornerstone. There would have to be a convenience fee to use the credit card machine. Erik stated that Tyler has a new payment system that would post the payment to the case. There would be a contract that would work with our credit card processor and an additional contract with Tyler. There would be a convenience fee based on the anticipated volume (historic volume) of transactions. The higher number of transactions the lower amount. Wade – asked if 30% of the people coming in would pay by credit cards? It was stated that it would be higher than 30%. Erik – stated this could be a County-wide application anyone using Odyssey could take credit cards. Erik – stated he would get someone to do a presentation March 2nd, 2016 or March 16th, 2016 for the use of the E-payment System. Ken – asked if the county purchased the E-payment system if Erik would be involved in the implementation? Greg – stated that Erik will not be involved with the implementation of this project. It would be another project manager that would handle the E-payments, but they would work with Erik. Erik – stated that E-payments post directly to the case on file. Wade – stated he wants a presentation the first or second I.T. meeting in March; to prime our people going to the I.T. Conference in March. Wade – stated that he would like Jane to be at the meeting when they are giving the presentation.

Erik - stated that the financials are current through January 31, 2016. Continuing with the Data review trying to get the warrant update process completed and pushed. The offense code updates that were discussed. The issue list has gone down significantly. Erik had removed any that were marked as closed. The cases with a negative balance is still an issue that was there last week. This was assigned to Erik. Erik – stated Josh has VPN for Tyler to do a view only to NetData remotely this will allow Erik to look at the cases remotely to look at cases with negative balances.

Judge Barnett – asked about warrant conversion rules. Judge Barnett is wanting some guidelines on which warrants are to be dismissed or recalled. He and Judge Pollock are concerned about all warrants. Erik – stated that if a warrant is prior to the year 2000, it is not likely a good warrant. Erik – stated if there is an arrest date-convert that warrant as inactive. This process will cut down the list of warrants. Erik stated a warrant that is separate from the case in Odyssey, in Odyssey you can have a warrant that is inactive attached to a case and the case is still open. Each warrant will list out separately within the same case number. Judge Barnett – stated that he is uncomfortable dumping all the warrants all at one time into Odyssey. Erik stated if we can get the rules and the list smaller before the next conversion push then we can look at the warrants again and see if there are any adjustments that can be done at this point before go live. Erik is looking for warrants that should be shown as active are active. He wants to be more cautious that the warrants that should not be active are not coming over as active. Wade – stated the rules that are decided on will lower the number of warrants. Once we get down through the number of warrants and write a set of rules and another set of rules. The last warrants will be the trouble warrants that will need to be looked at. Wade stated that all warrants will transfer over but, will have an inactive status. Wade – stated that the Sheriff's office main concern is a warrant being moved over and it isn't a good warrant. They are wanting to be able to rely on the system. Jennifer – stated they will have to go through all of the warrants. Judge Barnett stated that the actual warrant is in a file. The Sheriff's office wants a hard copy of the warrant and taken to the their office. If the warrants are converted over as active the Sheriff's office still wouldn't have a hard copy of the warrant until they are delivered. Wade – stated the first set of rules cleared 50% of the warrants, these are all good warrants. Wade – asked if we needed to move our go-live date back? Erik – stated there are one of two ways we can do this; rules to dwindle this list down so we can push these warrants to be looked at; the other way this can be done is to push all the warrants as inactive and will have to go through the files and make the warrant as active and deliver the hard copy to the Sheriff's office. Judge Pollock – stated that going with the arrest date on the warrants is the best way to do the warrants. Erik – stated that we need to get the warrants down to a manageable list. Wade – stated we are trying to get to the point that the Sheriff's office is comfortable with the digital copy of the warrant. Erik – wants the warrants that are converted over to have the correct status as active or inactive coming from NetData. Judge Barnett – stated that some warrants don't have identifiers. Wade – stated that the third push is April 1st, 2016. Erik – stated he would like to have a Status meeting in two weeks. Judge Pollock - stated as far as collections are concerned, we need to go ahead and decide which vendor we are going to use. Judge Pollock is the only JP office using Perdue. Judge Barnett is with GHS. Greg – stated that the decision should be made what vendor the JP offices will be using before the JP offices go-live and it would be in place. Judge Barnett's concern is if changing the software may cause errors. He wanted to wait at least 60 days after going live to decide which vendor he would like to use. Judge Pollock – stated that they could add something in the contract that collections would start at a later date. The other advantage is if we have the contract already in place and can do the testing. Wade – asked Judge Pollock if he had any conversations with Perdue about the upcoming changes in software? Judge Pollock – stated that he has had conversations with Perdue. Wade – asked if they had any concerns with the change? Judge Pollock – stated that Perdue doesn't have any concerns with the conversion. Wade – stated that he would like for all the JP's to be all on one vendor, but the JP's can choose any collections vendor they would like. The JP's go-live date is May 9th, 2016. Ken – asked Josh as far as the go-live data-are we comfortable with the connections with the JP offices to the data center? Josh – stated that JP 4 and JP 5 are the only concerns that Josh has at this time. JP 2 and JP 3 have Suddenlink connections. They are working in TEST now. Ken – asked Jennifer if they experienced any delay time? Jennifer – stated there was no delay time in TEST. Josh – stated that NetData coming from them to us is more taxing on the connection than the

JP's using Odyssey. Josh's – main concern with JP 4 is the connection itself and not the speed issue.

3. Consider and Discuss IT Director Report

Josh – No Report.

Diane – stated that there were 11 people signed up to go to the Conference in March and the County Clerk's office asked if they could send two (2) people. Mary Margaret – stated that she would like to two (2) people Susan and Pam from the Criminal Division. Ken – stated that he would support sending two people from the County Clerk's office.

Motion made by Wade McKinney and seconded by Ken Geeslin to adjourn @ 3:48pm. Item passes.

Read and Approved:

A handwritten signature in black ink, appearing to read "Richard Sanders", is written over a horizontal line.

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.