

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on April 6th, 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
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
MARY MARGARET WRIGHT	COUNTY CLERK
TOMMY BARNETT	J.P. PCT. #5

And guests, Josh Brock, IT Administrator; Judge Duncan, J. P. Pct. #3; Judge Adams, Pct. #4; Judge Daniel, Pct. #1; Erik Ernst, Tyler Technologies; Diane Russ, County Attorney's Office; Susan Bass, Pam Underhill and Carol Allen, County Clerk's Office; Jane Crouch, Auditor's Office; Nikki Harris, Treasurer's Office.

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 Comm. Geeslin and seconded by Clint Davis, County Attorney to approve I. T. Minutes as amended from previous meeting held March 16th, 2016. Item passes. Judge Barnett abstained.

2. Consider and Discuss presentations concerning Credit Card Services for Henderson County.

Matt Page, with Tyler Technologies discussed in detail E-payments portal - Credit Card Payment Services that Tyler Technologies has to offer. Tyler does take all major credit cards. The calls center that is available is for support and not for payments. This is a case based payment system only and would not work for the Tax Office or the County Clerk's Office. The cost of the card readers vary in price from \$400.00 to \$800.00. This would not cost the county to use this service.

3. Consider and Discuss issues and findings of the recent Odyssey Conference.

Susan – stated the things upcoming and what they have in place called Guide and File which helps the people filing Pro-Se. She and Angie are in favor of getting this added to our system for the Pro-Se filers. Guide and File is set up through Texas Law Help and it automatically does the forms for them. Erik – stated this is part of the E-solutions and is available for us now at no extra cost to the County.

Diane – stated the 2016 version going paperless, there are eight (8) attorneys using it. Diane – stated it was great for the 13 SME's that went to the conference and they were really interested in learning and benefited from it. Diane – stated they can now add truancy to the file folder and can link with the JP offices when they go-live May 9th, 2016.

Pam – stated that she went to Judges Edition to learn more about that and thought that was interesting, she also went to e-filing for attorney manager and case manager in which we don't have at this time. She thinks that will be an asset when that is available for us. She also attended the OCA report class and was able to view and understand more about the OCA reports. She also went to the Clerks Edition and Jury Package and was shown what would be on the Jury package and thinks it will be better than what we have now.

Jane – stated that there were a couple of finance classes that were really good. There were things that we are not using right now. Jane – stated the Jury package was very good, stating that it will be able to email or text the jurors.

Jennifer – stated to Judge Barnett that there were not a lot of classes for the JP offices. Jennifer stated the OCA reports would be better. There wasn't a lot of focus for the JP's. Erik – stated they have case manager, district and county courts and some specific JP processes that aren't seen anywhere else. Code configuration classes that Erik sent Jennifer to will help with the code updates, and the codes are universal. Collections Best Practices was JP specific class. Erik wasn't able to get feedback from Jennifer on that class.

Wade – took a quick survey asking if it was worth the time and money? Everyone stated that it was worth the time and money going to the conference.

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

Erik – stated a couple items were financials and OFM. They have run OFM script in Production to clear out everything prior to 11/01/2015. They have stated exporting month by month the deposits and started the reconciliation process. Jane – stated that they are at the beginning stage of the process. Jane – stated they have the beginning numbers seated in and started the reconciliation process. Wade – asked for a follow-up on the FIOA call - report. Erik – stated had to do the way the agency was set up and made some configurations updates with the DBA team and ran the report out of Production and gave them some calls that they were looking for, it is a permanent fix. They also went and updated all the mapping from the first conversion that was mapped to other agencies. Erik went through and re-mapped those and sent it back to the conversion team and it was executed on TEST. Erik – sent an email to Christina and she said to go ahead and run it on PROD. They should be able to run the report by agency instead of by officer. Wade – stated that one issue that has come up CAD and Odyssey are separate. The original build-up CAD there was a discussion about the officers being able to see locations of other officers from their IPADS, but that is not the case. Botie – stated Dispatch can see the officers on the screen, but the officers out in the field can't see where the other officers are, that was one thing that was told that they would be able to see the officers out in the field. Erik – stated he would take that back to them. Erik – asked if this was reported to CAD? Wade – asked Botie how long has this been a known issue? Botie – stated since it started. Josh – stated there was an issue that Dispatch wasn't able to see where they were due to IPADS locking. Josh – stated the main concern was that Dispatch was able to see the officers out in the field first and the other officer's being able to see each other haven't been addressed. Josh – stated that at this time he has four (4) tickets open in the portal. The oldest being with Susan's issue is the **delimiter**. Susan – stated that when she talked with Chris at the conference about the issue, he did get back with her the following day stating that it was in TEST and try it in TEST and there was no difference. Susan and Chris have been emailing about the issue and they are still working on it. Josh – stated the statement is there is going to have to have a release for that and that was on February 11th, 2016. The ticket hasn't been updated since February 11th, 2016. Josh stated he wanted to get this ticket updated tomorrow (April 6th, 2016) when Misty gets back in the office. Josh – stated the next issue is the **Call – Report** that is the FIOA issue as of today (April 6th, 2016) they were able to get into the TEST environment, the issue with that came from AbleTerm when they mapped that from being an agency or an officer they mapped Malakoff Fire Department as an officer, that's the reason there was no data being pulled up. This has been corrected, this has been put to TEST and was able to see and this is going to PROD. This was done today (April 6th, 2016). Josh – stated David Faught with the Sheriff's Department has an issue with not being able to correct a jailing or delete a jailing. This is a recent issue. A ticket was submitted. Josh stated they haven't been able to find where his access was changed nor has the role changed. This ticket was opened on March 24th, 2016. Another case was opened from CSCD by a request from CSCD on March 24th, 2016 software has an API plug-in to talk to Odyssey. CSS is claiming this can be done, a ticket was submitted to find out the process and the cost. CSCD would hand the case out from Odyssey, and CSS would receive it and would get the information and wouldn't have to re-key it. They are not sure of all the benefits. They are supposed to touch base with Josh as of April 5th, 2016.

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

Erik – stated he was going to give a synopsis of this from the readiness assessment report that went out. Erik- stated he needs a decision on one (1) item; how to direct their resources on training schedule. Erik – stated he needs guidance on warrants and Jane was able to supply him with data on warrants. The warrants have been dogging them since the first push the offices are going through the warrants and trying to get the information to them. In some cases the information is not in the source data. Jane supplied them with a list of warrants that she runs as a financial report. The list of warrants that were sent to Judge Adams to look over was probable cause warrants or felonies. Judge Adams – stated he started this about 7 or 8 weeks ago wanting a warrant list, wanting to be able to purge his files, to see if the warrants are active or not. After 5 or 6 weeks he got a list with codes, and then got a warrant list. He then got a list with warrant issued and dates and the name and keyed in number and was useless to them at that time. At the last meeting he was to receive a list. The list that he received had 813 warrants; out of the 813 cases most of the warrants had been served. There were 211 cases that were his and only 31 outstanding cases that need to be looked at. He generated a list through NetData that only took 10 minutes and gave him all the information that was needed. Judge Adams – stated that he asked for outstanding warrants and didn't receive them. Judge Adams – stated they would be purging the information tomorrow (April 7th, 2016) using the list from NetData. Judge Adams – stated he had two months waiting on Tyler for a warrant list. Erik – stated he could go into Odyssey and run an outstanding warrant report; but they don't have confidence in the data extract, that is why he is trying to get rules on cleaning up and verifying the warrants. Erik – stated the other side of the report that they are not seeing are the traffic citations. Jane gives Erik the financial report that is run out of NetData. They get the list of warrants and aren't seeing those coming through NetData. Ken – stated the information pulled from NetData should be the same information that Bill Wilder extracted from NetData. What you were trying to do is to purge the data that Bill Wilder pulled from NetData. The data was narrowed down to 813 warrants in Precinct 4. Ken – stated his concern is Judge Adams has pulled a new report out of NetData. This could be put into a CVS file and Odyssey's is put into a CVS file and you merge the data to purge to get the information that he is actually extracting. The original Odyssey list hasn't been purged. Erik – stated

they were asking for rules around that. The offices have been going in and verifying the source data and making correction within the source data. Ken – stated they are taking the printed data that Judge Adams has and someone is matching this up to two different lists one that has 200 warrants and the other has 600 warrants more and wiping those warrants out. Erik – stated they have a list that they provided looking at them in NetData to view source data to see if it's a valid warrant or what the status is on the warrant. Judge Adams – stated what he needs is the active warrant list. Ken – stated he is looking at the go-live date and he would like to know when is this going to be corrected. The extracted data matches what Judge Adams is pulling out of NetData. Erik – stated that is what they have been asking. Erik and Gerald have been working with the Judges and the SME's in the offices going through the lists to verify correct data that is supposed to be active or not active. They go back to the status reports from the end of the first push. The JP's are verifying against their source data. Erik – asked Judge Adams about the list he has they are active warrants, but you want to clean them up. Judge Adams said yes. Erik – stated that they would be cleaned up for the next push. If not they would be corrected after the conversion. Erik – stated that they don't know if the warrants are cleaned up. Judge Barnett – stated what they did in looking at this they took the NetData report and contacted the jail and got a list of active warrants that are at the jail. They are working to make sure the warrants are good for the liability of the County. Judge Barnett – stated they go through the files to make sure they have a citation, complaint, probable cause, to make sure there is a plea in the case, make sure the case isn't in OMNI, check to see if it has an alias warrant, capias pro fine warrant, or if it is in collections. Judge Duncan – stated they have gone through their warrants and they are good. Judge Adams – stated the 211 cases should go over as being active. Erik – stated if the JP offices have to verify through officers and agency. Judge Adams – stated he would give Erik a timeline on it tomorrow morning (April 7th, 2016), there are only three (3) agencies, going to have constable deliver and service; they will have a list of name, status and will give them until May 1st, 2016 to have it back to him. Anything not returned to him as warrants will be purged. Erik – stated if they push everything as inactive and additional checking needs to be done or they need to go through files to verify they will push them as inactive and activate the one that needs to be active. This may be the safest route since they are having difficulties on both sides bench marking where we need to be. Judge Adams – stated they will have everything ready for Erik by May 3rd, 2016. Wade – asked if this would interfere with anything new coming into the system? The system is what the Sheriff Department can rely on. Erik – stated the warrants in the Sheriff's Office will stay there. Erik – stated after the JP conversion there would be warrants that are inactive and the Sheriff's Office may have it as active. The JP offices would have to activate the warrant in their file. Wade – asked if Odyssey would have the dollar amount on the warrants? On the OCA reports we have to report the dollar amount of the warrants. Jane – asked if there is an option for a detailed report. Erik – stated that there is an outstanding balance report for JP's and what fees are due to arresting agencies. The GASB will give a detailed report by the case. There are other reports for outstanding balances that can be run for warrants. Wade – asked are we going with the warrants inactive? Erik- that is what he is asking? Based on the data from Jane; Erik wants to take another look at it before user training. Wade – asked what is the pressure for the JP Judges to clean up the warrants? The process has forced them up until today (April 6th, 2016) the JP offices would need to clean up the warrants. Erik – stated we need to give them rules to clean up the warrants. Wade – stated if they decide to go ahead and go in with the warrants inactive and then turning them on. What is the leverage to get the warrants cleaned up over time? Erik – stated it would depend on how many active warrants that is in each office. There will be staff on site in each office for the first two (2) of go-live. Wade – asked what is going to make the Judges and their offices clean-up the warrants. The motive is to clean-up the data and to get the debt off the books. Erik – stated the balance isn't going away. Judge Barnett – stated all the JP offices, have gone through the warrants. Judge Duncan – stated they have gone through the warrants in his office and are ready to go. Erik – asked from the list that was sent to the JP offices or the reports that are running internally warrants that are Class C that is traffic? Yes. Judge Barnett – asked will the JP offices will be able to generate reports like Judge Adams wants? Erik – stated you would be able to run outstanding warrant reports and it can be sorted by JP office or name. Erik – stated the safe thing to do is convert the warrants as closed at this time. Then go back and make the warrants active. Judge Barnett – asked how is the best way to get the warrants to the jail? Botie – stated the Sheriff's Department does a daily mail run. They have deputies out near the JP offices every day and would be able to pick up the warrants. Wade – stated he is in hopes the sheriff's department in the future can trust the data enough to eliminate the process of having to deliver or pick-up the hard copies of warrants. Erik – stated they are due to start training on Monday (April 11th, 2016). Erik received from Judge Pollock, Judge Duncan and Judge Barnett stating they would prefer the classroom training. We will be able to go-live without collections in place. Judge Barnett – stated he has talked with Perdue about contracts and they will be contacting Clint with the contracts. Judge Adams – stated his office hasn't received Tyler University. Erik – stated he would resend the email with the link to Tyler University. Judge Adams – stated Dana wasn't able to get into Tyler University. Wade – asked about OCA reporting for JP's. Erik – stated Cory is working on these this week (April 4th, 2016). He runs the validation report that states all the cases are invalid. Wade – stated in the readiness assessment – scanners issue. Josh – stated some of the JP offices already have scanners. The JP offices need to make a request for scanners. Josh – stated if they ordered the scanners today (April 6th, 2016) they would be in by Monday April 11th, 2016. Josh – will send out an email asking the JP offices if they need a scanner.

6. Consider and Discuss issues related to automation of payroll system.

Wade – stated the County has over 400 employees and the payroll is done manually. Nikki does the payroll manually and 30% of her salary goes to doing the payroll. It is getting to the point that one person can't do the payroll. Michael – stated Nikki handles the payroll and it is a huge task. Nikki starts on payroll on a Friday. Nikki – stated she gets timesheets from each department. She has to figure each timesheet manually; comp time, overtime, sick and vacation time to make sure there are 80 hours. Then she makes a spread sheet and then puts it into the payroll system. It has to be checked by Nikki and the Audit office as well. Nikki also has to enter part-time employee hours. Nikki – stated she talked with Erath County, they have Clockwise, they still have to call the offices to verify the hours of the employees. Nikki – stated the first payroll of the month from the Sheriff's office has a lot of overtime that has to be

figured. These hours are entered into a spread sheet and that has to be entered into the payroll system. There are 165 employees at the Sheriff's department. It takes Nikki three (3) days to do timesheet and entering in the time. The Audit office works on the payroll a full day as well. Nikki – stated she talked with NetData they have Clockwise and Time Clock Plus and Time Bank and Execu Time. Michael – stated he has talked with the bank extensively about their system and it only takes them about 15 minutes to do payroll, they have 160 employees. Josh – asked if the committee would like to get with the Treasurer's office and get information from the three companies to find out what it requires to do the payroll and how efficient it is. Michael – asked if it was limited to these three companies? Can we look at ADP? Josh – stated there are some things he doesn't like about ADP, but isn't opposed to looking into it. Josh – stated we need three bids to go with, but we can go with four bids. Wade – stated we need to move forward with getting a payroll system. Michael – wants a payroll system that will do everything at one time. Wade – stated it may come to entertain a motion to have it done by an outside vendor.

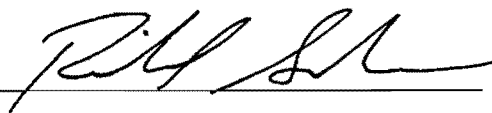
Ken – asked about the payment system. Two weeks ago we had a presentation from nCourt. They don't have the integration side of it. Ken – talked to the people in Coffee City and this is who they are using for their credit card payment system. Judge Barnett – stated he thinks nCourt has a good system. Judge Barnett – stated he called the nCourt call center and was able to talk to someone. Wade – stated we would have this on the agenda again just after going live to make a recommendation to court on which one we need to go with.

Consider and Discuss IT Director Report

Josh – stated there is no major movement. Josh – stated the group that went to the Odyssey conference was the most productive group that has gone. They took the classes serious and we got our monies worth. Next year he would like to look at training at the county specifically for JP groups, this may cost the county less by having it here. Josh did meet with Chris Ricci about with e-filing with Angie. The e-filing issue we have had for a long time, and Chris put some leverage on the issue and got some movement on this issue.

Motion made by Judge Barnett and seconded by Clint Davis to adjourn the meeting @ 4:05 P.M. Voted unanimously by those present.

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.