

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on March 2, 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
KEN GEESLIN	COMM.PCT. #4, absent
MARY MARGARET WRIGHT	COUNTY CLERK
TOMMY BARNETT	J.P. PCT. #5, absent

And guests, Josh Brock, IT Administrator; Judge Pollock, J. P. Pct. #2; Judge Duncan, J. P. Pct. #3; Erik Ernst, Tyler Technologies; Diane Russ, County Attorney's Office; Aundrea Kenney and Chris with Tyler Technologies via the phone; Susan Bass and Pam Underhill, County Clerk's Office

Transacted the following business, to-wit:

Chairman McKinney called the Meeting to order at 1:30 P.M. for an **Unofficial Meeting**.

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

No action taken. Pass until next I. T. Meeting.

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

Aundrea –

- A. Bar Code Scanner – Aundrea stated that she is waiting on Jody to close ticket.
- B. #33 Capias Pro Fines: Aundrea stated that the amounts are not pulling over to the SO side, this is fixed in 2014. When Henderson decides to take 2014 this will be installed and verify the business process works.
- C. #35 GL and Fee Codes – Aundrea stated that she talked with Erik and the OFM is ready to run updates and execute on PROD. This will need the approval from the County Clerk, District Clerk, and Auditor's Office in order to have this done. Erik stated that they are ready to run the OFM script in PROD which is going to set the balance on the checking account to zero as of November 1, 2015. Jane and Erik did look at this and it looked ok in TEST. Erik stated that he wanted the County to say it looks good and to go ahead and run in PROD. The second issue is the registry accounts and on these there were adjustment transactions missing. Angie gave Erik the approval to run 315 updates in TEST, due to the DBA going through; there is a list that Jane provided of approximately 300 that had that same condition. This will be run in TEST and reviewed then it will be moved to PROD. There was an additional issue that Erik received

through email regarding the registry and made that update with Angie that morning March 2, 2016, they were taking a cash bond from a criminal case using that as a registry deposit to pay back child support but that registry deposit wasn't showing up in the registry checking account. It was showing up in the regular checking account and the reason for that is cash bonds were configured to go into regular checking accounts. The particular fee code was updated to change that account. Wade – asked if Erik had talked with the County Clerk, District Clerk and with Jane this has been a month ago (February 3, 2016) this was addressed? Erik stated he talked with Jane and showed it to her and they had a question to the DBA and they answered the question. Erik stated that they are ready to run it in PROD. Erik stated that this is a big deal and they are manipulating a lot of data here. Erik stated that he would be happy to show it to the County Clerk after the meeting. He has already shown it to Angie. Wade stated that this is now March 2, 2016. Erik stated to update the scope on this they are telling it to remove transactions from the check registry prior to November 1, 2015. If they don't get it right they can do a restore of backup and do it again. Erik stated if he gets the approval from Susan and Mary Margaret he would run to PROD. Wade asked if it would be a week or two weeks. Erik stated it would be able to run in PROD by the end of the week (March 4th, 2016) or early next week (March 7th, 2016). Erik stated that they would have to get bank statements and start balancing the checkbook November 1, 2015 going forward. They would have to see the account, whatever the closing balance for the end of October, 2015, they would make a correction deposit to take that amount in the check registry to balance the transaction. Wade asked Ann Marie if this was okay. Ann Marie – stated that this was okay. Wade – asked Susan if this flowed into issues that the County Clerk's office was having? Susan – stated that they were not exporting deposits. Wade – asked if this would be corrected when this goes into effect? Erik – stated that all the deposits have two steps; first step is to mark all deposits as exported before they make the correction; this will make all the deposits automatically marked as exported. Susan - asked Erik if he would tell us when to start exporting daily? Erik – stated that he would let Susan know. Erik – stated that after the deposits are marked as exported, they will execute the data script to zero the account to November 1, 2015. They will then see the balance and start reconciling the transactions and we would be able to start exporting the deposits on a daily basis. Wade – asked Erik if two weeks was safe to say (week of March 14th, 2016). Erik – stated yes two weeks.

- D. # 37 - TDEX – Report – Aundrea – stated that it was requested this stay on the list until the contract is signed. Waiting on the State to sign the contract.
- E. # 40 - eDiscovery Portal – Erik and Diane have been working on verifying the process in PROD. Erik – stated that Diane started testing with one of the local attorneys. The attorney was not receiving the email notification. It started last Friday, February 26th, 2016 and through Tuesday March 1st, 2016. There is an internal issue on the notification not going out. What needs to be done is to create a fake attorney with an email address that they can have access to do testing internally to be able to exclude the email server setting or the attorney's email server settings blocking Tyler. Erik – stated the same day that Diane sent the eDiscovery to Brian Schmidt and got the error on the job; Erik sent it and didn't get the error message; Erik was using his email address. Wade – stated from the last meeting they were in hopes that it would have been ready by February 3rd, 2016. Diane – stated they have been working hard on it. They spent a whole afternoon on a conference call with Erik, Brian and Diane trying to figure it out. Erik – stated it is just as frustrating to Tyler and would like to have this up and running. Wade – stated that we are into this process one year and the eDiscovery portal was the key in selling this product to Henderson County. Erik – stated it was purposely not done before go-live. Wade – stated this is five (5) months past due. Erik – stated that Henderson County is the seconded county in Texas that is using eDiscovery. Anything in Odyssey that is documented: pictures, photos anything the prosecutors use on their case they can mark it and electronically send a notification to the defense attorney that they have discovery available for them to view. When the defense attorney logs into the Portal they can retrieve the information. All the information is electronically stamped. Judge Pollock asked if this could be used in JP offices? Erik – stated it could be used in JP office's and he would have Gerald show Judge Pollock where the eDiscovery tab is on the case and you are able to mark what you want to send to the attorney. Aundrea – stated this would be her last meeting with Henderson County since all the conversion issues are over as far as the Capias Pro Fines, she would be

monitoring this and work with Erik when 2014 is installed. Wade – stated not until the GL and Fee Codes are finished due to they are a conversion issue. Erik – stated that he would be taking care of this issue. Wade – stated that this issue has affected every department. We have gone through one budget with this issue and do not want to go through a second budget with the same issue.

- F. **Chris Report** – Chris – stated that he would be available anytime if Henderson County needed him. Chris – 1). Registry Accounts – transfer account to investment account. Erik – stated that he was working this with Angie. Wade – stated that this was opened by Susan. Susan – had opened this issue on the February 23rd, 2016. Susan – stated that during the conversion in one of the registry accounts some checks had been taken out of the un-invested portion instead of the invested portion. Justin Bass stated that he would have to get them to take care of this on their side to have it moved down to the invested portion where they should have been. Chris – stated that was sent to development on their end. Chris is going to have to talk with one of the developers because it was submitted over to them and he didn't see any note from the developers. Chris – stated that he would follow up with the developers on this issue and hopes to have this issue taken care of. Wade – asked Susan about this stating that this is a high priority item. Susan – stated that she didn't put this as high priority Justin must have designated as a high priority. Susan – stated this should have a zero balance, but it doesn't have a zero balance due to the check going to the wrong place. It is actually showing as a negative balance and she is trying to get this straightened out. Erik – stated how the registry process works the difference between those invested and those un-invested. Susan – stated this happened during the conversion. Erik – stated that it could have happened during the conversion. Wade – asked Chris to check into this issue and get back with us. Chris stated that he would get back with us. Erik – is going to look at this with Susan and get the case number. This could be same group of conversion adjustments that they are getting from the District Clerk's office as well. Some of the adjustment transactions didn't convert. Chris – Call report – Wade – stated that it is tied to an information request that the County is under. Josh – stated that they received a call before lunch today (March 2, 2016). Billy made a statement that he apologized this had fallen through the cracks. Jody had asked for this on February 23rd, 2016 and provided information on February 18th, 2016 and then on February 23rd, 2016 where they were with the project. Josh – stated per their session-we are getting results and they are waiting for us to verify. Josh – stated that it appears they have it straightened out. Wade – stated that for thirteen (13) days this has laid on Tyler's side. Wade – asked how many days do we have to comply with a Freedom of Information Act (FOIA) request that this is tied to? So we are four (4) days past the Freedom of Information Act (FOIA) request (today being March 2nd, 2016) due this falling through the cracks. Chris – stated in the future when something like this happens; Jody or Josh when you request to get an update and at least 24 hours from that request if you don't have a response. Please contact Chris by email or phone and he will get an update for you. Wade – asked do we know what time they will get this to us? We are already in violation of the Freedom of Information Act. Josh – stated that we don't know what day it was sent to us. Josh thinks the reply back within 10 days, is the amount it would cost to get the information. We should be in compliance and have the information ready to go before the 10 days so we would be in compliance at every level.
- G. Wade – stated that the discussion earlier was the I. T. department submitting tickets for other departments without making departments responsible for their tickets. Wade – stated he didn't know if we needed another training or re-introduction to the Portal. Josh – stated that they are the middle-man and will not give the position up if someone needs, help they would help. Josh – stated there should be certain persons submitting the tickets to the portal. Wade – stated that we should handle what we can within the offices. Chris – stated with his list the new ticket system the ability we have now we didn't have before, they can run the report. The same list that is given on Wednesday you can run the report any day of the week through the portal. Wade – stated that he wants us to police the tickets in house. Chris – on call report tickets; Jody spoke with Billy. Chris asked if the ticket was to be closed out. Josh – stated he would talk with Jody after the meeting and see what he has to do to verify. It may be that he needs to talk to the point of contact from the Sheriff's Office. Billy let this fall through the cracks due to the fact this is a FIOA request.
- H. Chris – stated that the last on the list is # 4114740 changing a delimiter on monthly reports. Lacey Blackwell is working on this. He thinks that this needs an updated package. Wade – stated that according to our minutes, Aundrea stated a month ago that this was in Q&A testing. Chris – stated that was possible; this is in a revision patch 2013.0.102 to complete the ticket they will have to

install the package. This is still in Q&A and hasn't been released yet. Erik – asked Chris when they release it can get the releasing for the portal. This doesn't have a projected delivery date; based on scheduling it should come out sometime next week (March 7th, 2016). Chris – stated as soon as he gets the notes he would let us know. Wade – stated our minutes states from a month ago it would be roughly two weeks. Erik – stated this is how often the revision schedule comes out. Chris – stated that they were two (2) weeks behind schedule at this point. Susan – stated that this has been an ongoing issue since August, 2015 and would like to get this resolved. Susan – stated it is extremely frustrating. The reports go out monthly. Susan – stated she has customers that have been waiting since August, 2015 for reports. Erik – stated that this was a separator value that was throwing this off and going after this as a conversion issue. And this was actually a problem with the report itself. They are late on the QA Testing. Chris – stated that he would be able to get this into the TEST environment by the end of next week (being the week of March 7th, 2016). He and Erik would go over it, and will see this resolved real soon. Erik – stated that the Portal is his big ticket item and will drive whatever it takes to get that done. Henderson County is the second county to have eDiscovery in Texas. He would also like to get OFM wrapped up and out of the way as well.

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

Erik – stated that one of the things that he had been working on individually is the financial balancing with the receipt journals. This is now on a case by case basis to determine the differences. The negative case balance is a separate issue on the older case doesn't appear to be impacting this. He is trying to determine on an individual case why we are getting differences. Erik – stated that they have set up system testing for next week for each individual office for a half of day (week of March 7th, 2016). This is where Gerald is going to take each office through adding cases in the system, running cases and running financials systems, making sure everything is running the way each office is wanting it to run, before we get into our next push. Erik – stated another thing from the last meeting was they are looking for direction from the Judges' on what they are wanting regarding collections, or hold off on collections until after go-live. Wade – stated that Judge Barnett's concern was someone getting hit twice. This was two weeks ago at the unofficial meeting that this was discussed. Erik – stated that they have done the collections conversion process there is a set group of scripts that run to identify cases that have been sent to collections to exclude them from being sent the second time. Erik needs contact information for Perdue. Collections' doesn't have to be in place for go-live. They will be able to execute the scripts for the ones that have been marked for collections. Office court administrations' total collections of the county; Diane stated that they get audited once year from OCA. There is another outside auditor that comes every few years and makes sure that the county is in compliance with every step. Erik - discussed the warrants and would like to set-up a conference call Thursday or Friday March 3rd or March 4th, 2016 to walk them through. Jennifer has a concern where the data element is being pulled from; warrants being open or closed. The conference call would take about 15 minutes with the clerks, Erik – stated the conference call would be by the end of next week (March 7th, 2016). Erik – stated that they do a lot of configuration updates from the data review. Gerald has monopolized the several implementation managers and they are going line by line for some of the splits that Jane would like to see; like percentages of fines for the county; and Texas Parks and Wildlife and make sure that by agency everything breaks out the way that it is needed. Erik – put collections as a risk. Wade – asked Mary Margaret to pull the contracts with Purdue and GHS and email them to Clint for him review. Erik – stated that if there is a contract termination with a vendor what the notice is on getting out of the contract. Erik – stated there a not a lot of active issues at this time. There are some real old cases that are coming over with a negative balance. Bill checked and stated they were in balance at the source data. Tyler is going to have to check on their side what is kicking a negative balance from their end. Erik – stated that Gerald will be going out to the JP offices' again next week (March 7th, 2016). Wade – stated that he was wanting someone to make a presentation on credit card payments for the I. T. Meeting; has moved it back two (2) weeks for March 16th, 2016. Wade – stated that he met with Judge Barnett and a vendor that he wanted to bring in for a presentation. Wade watched the presentation and it was very good, and will bring them in as well as Tyler's E-Solutions. Erik – stated E-Solutions would handle e-payment, e-filing, portal, and anything to do with web base solutions. Erik – stated Tyler has done only

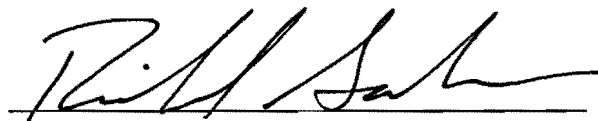
one on-site demonstration for E-Solutions and it was statewide. If someone makes a payment on-line or over the counter, it will link directly into the case. The cost is based on the number of transactions. Erik – stated there is a way to prioritize fee payments. If a defendant comes in with one check and has multiple cases, you are able to apply the payment to multiple cases, so it would be a multi case transaction. Multiple courts payments to Party record-its rights and roles driven; you will see the transactions and if you want to give the clerks the ability to post to all courts. You don't have to use this but, it is there if the county wants use this ability. This would be up to the department heads if they are willing to use it, it's just an option. Erik – stated that multi-payment is available now. Judge Pollock – stated multi-payments would be a great convenience for the defendant if they have already gone to court prior to making the payment. Judge Pollock – concerns about the reports balancing at the end of the day. Erik – stated that all the JP's in Travis County use E-Payments. To clarify-E-Payments and Multi-Case payments work together or they can work separately as well. Judge Pollock – stated that he is waiting on Judge Barnett on who he wants to use for collections. Judge Pollock's choice is Purdue for the collection agency. Erik – stated as soon as they would be ready to start sending to collections would be the second week of go-live and that would the earliest collections would be done. Erik – stated when they go-live there will be daily meetings with the JP's. Wade – stated that we will have I. T. Meetings twice a month during go-live this was done during Phase I and it will be done during Phase II as well. Erik – stays on-site during the first week of go-live.

3. Consider and Discuss IT Director Report

Josh – During the elections the results were on the website within five minutes of Denise giving them to Josh. This was on the County website before the media had their results posted. Election results will be under the Election Administrator's page until Denise tells them to take the results of the website. Josh – stated the low pressure switch for our second air conditioner was installed. Josh will be meeting with someone for the generator. Erik – asked if there is any hardware needs for the offices? Josh – stated that the county will be refreshed every fourth year. If the clerk's need a good quality scanner or label printer let Josh know. Josh stated after the issue list we talked about the actual office have a person in the office submitting their tickets. Josh sent an email to Misty and what they are going to do is verify that everyone who is able to send a ticket. On Monday, Tuesday and Thursday afternoon she is going to log into the portal and validate the tickets. Susan – asked if she needs to ask someone else about her issue because it hasn't been resolved? Wade – stated yes call or email Chris to get this issue resolved.

Unofficial meeting ended @ 3:00p.m.

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.