

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on May 4th, 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, absent
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, absent

And guests, Josh Brock, IT Administrator; Judge Duncan, J. P. Pct. #3; Jennifer Carmon, J. P. Pct. #5; Erik Ernst, Tyler Technologies; Diane Russ, County Attorney'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 Botie Hillhouse, to approve I. T. Minutes from previous meeting held April 20th, 2016. Item passes.

2. Consider and Take Action on Credit Card Services for Henderson County.

Claire Imaye, with Official Payments discussed the credit card service. Henderson County is currently using Official Payments and we accept payments via the web. We would be able to accept payments in person, and the system has a card reader, the card readers are encrypted. The encrypted card reader just shows the last four digits of the credit card number. There is a mobile option as well. The card readers are \$140.00. They have an E-Tech program for a debit card and they would be able to set this up for the county, and there is a \$1.95 transaction fee. They offer an ATM verifies, and what this does, it goes to the bank or financial institution to check that this is a valid account number. This checks that the account has positive funds and a valid account. Official Payments has a partnership with Money Gram. Money Gram signed contracts with Walmart and will be able pay 7 days a week and the fee to make a payment is \$4.99. Wade – stated that we have complaints about the current website from the JP offices, stating Official Payments is not customer friendly. It is one website for everyone. They can put the names of the JP Judge's name on the website to make it easier for the defendant to pay fines. Wade – asked where is the call center is located? Claire – stated the call center is in Auburn, Alabama. Jennifer – stated she was not able to talk to anyone at the call center, she has always been put on hold. Claire – stated the caller is put on hold a lot, and she doesn't have an answer to the problem. There have been a lot of outages over the last year. Diane – stated that there were a lot of outages, but would be up by the next day. There is Client Connect that has been available for about a year and a half, contact Claire Imaye @ 208-867-3650 or Claire.imaye@aciworldwide.com. Claire asked for people to email and update them with all the information.

3. Consider and Take Action on Issues related to the automation of County payroll system.

Josh – stated they had a conference call meeting with ADP and Bill Wilder was also on the call. They talked about the possibility and what would be probable for a payroll system. At this point we are looking at the options we have for a payroll system. The confidence that Bill Wilder has, he thinks it would be possible to make the interface happen. There are a few questions that need to be asked about; longevity pay, swing shift, paying some employees comp-time and some overtime, certificate pay etc. Fair Labor Standard Act (FLSA), Burnett County has been fined for not keeping accurate time. The way they were keeping time was on timesheets. Writing time on a timesheet is not keeping accurate time. Michael – stated if (FLSA) came in to audit our payroll, we keep excellent records on payroll and could go back fifteen years. The inaccuracy would come from the employees keeping their own time. Ken – asked how do they handle comp-time? Josh – stated sick time and vacation time that they brought up and they asked if it could be leave time? The system will not be able to do both comp-time and over-time in a pay period. It will be one or the other. Wade – stated we are spending \$25,000.00 a year on spreadsheets. Josh – stated we will be able to manually enter time. It will show who manually entered the time for the employee and will be able to talk to the person that entered the time. The time is on the department head for employee clocking in and out and verifying it being correct.

Wade – stated the main issue is the comp-time and the leave for ADP. Josh – stated they will be meeting with Kronos Monday afternoon (May 9th, 2016). Josh – stated he would be asking Kronos the same questions about comp-time and leave time. Nikki – stated after they talk with Kronos, they will get back with ADP to see if they have a demo to see what all they can do. Josh – stated that NetData has asked us to look at GHG. Michael – stated entering the time and figuring the timesheets is the most difficult thing of the whole process. Michael – stated Nikki has done the payroll for years and it is never the same, and wants to stay on the payroll issue until we can find one. The payroll is a huge process. The county has 394 employees we do payroll and have to put time in for every employee. Ken – stated he is concerned how we do the payroll. Part of the problem that Nikki goes through is that some of the department heads don't turn their timesheets in on time, and calling the department heads to turn in the timesheets. Ken – stated the need to have documentation at some point of the problems Nikki is having getting the timesheets from department heads. This situation needs to be known.

Michael – stated we need to discuss the bail bond issue. Michael – stated that the issue is people doing bonds are able to go over their bond limit. They should not be able to do that, they do receive a warning that they are going over the limit, but they let them make that bond. There is a statute that prohibits this from happening. It's the bondsmen responsible for taking care of bonds that have been released. Botie – stated this has not been an issue at the Sheriff's Office at this point. Their bail bond clerk has heard about it with Odyssey and brought the issue to their attention. This issue needs to be fixed. Erik – stated when you set surety limits on a bond company, that is supposed to do is if someone writes a bond over the limit it will stop it. There is a right to override that and will receive a warning that the bondsman is over the limit, but it will still let you take the bond. Botie – stated he doesn't want anyone posting a bond over their limit, and no one should be able to override it. Josh – stated Michael could email the I. T. department stating no one should be able to override their limit and they would take that off.

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

Erik – CAD issue – Kelly Sprong was supposed to get in touch with Josh and asked if she has done so. Josh – stated he hasn't heard anything from them specifically. Josh – stated he was still asking for a status update as of yesterday May 3rd, 2016.

Erik – stated that he and Jane have been focusing on getting the financials ready for the JP phase.

Wade – stated the second email this morning (May 4, 2016) from Botie asking about being able to pull out the fire department issue in Malakoff. We talked about this two weeks ago and it was in PROD and it wasn't working. Botie – stated it is still not working. Erik – stated that report he pulled he sent was out of PROD. It wasn't using the perimeter report and they were trying to run the report in dispatch. Erik – stated he would look at the perimeters the way he ran it and got the output. Wade – stated Erik would be getting with Christina two weeks ago (April 20th, 2016) to see how she was running the report. Erik – stated they had a phone call in Josh's office and she was running it by agency. There is a way to run it by agency officer. Erik – stated he would find out why we can't run it by agency.

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

Erik – stated we had talked about the outage on Friday evening (May 6th, 2016). During the outage period the jail data export is sending information to Keefe for commissary. Botie – stated hold it for that time frame.

Erik – stated he will be sending out in email to each of the JP offices, to get the last case number, receipt number. Erik – sent a question to Judge Barnett whether or not to convert the JP #6 files into JP #5. They will be converting the JP #6 files into JP #5. Jennifer – asked they converted the JP #6 cases as inactive into TEST and they were converted as active? Erik – stated if they find them, get the case numbers and we can find out why they converted as active.

Erik – stated he and Jane were working on receipt journal balancing and were able to find the issues if the journal wasn't balancing.

Wade – stated Judge Barnett brought up availability of NetData after go-live. Josh – stated we pay support to NetData until August or September. Wade – stated having Bill Wilder's services available can help lengthen the support of NetData. Erik – stated they archive the pulled data.

Wade – asked if we are getting good response out of Tyler? Josh – stated that we are not getting good response out of Tyler. Josh – stated they have asked for updates and only have three (3) tickets open. One of the tickets open was responded to yesterday (May 3rd, 2016) in regards to **Call-Report** – the dba group for the resolution of the data has not been updated on TEST and will be resolved. **CAD** – issue has not been responded to and we have asked for an update twice and a third time for an update. **Warrant status codes** – has something to do with the JP configuration. Erik – met with Charlotte on Monday (May 2nd, 2016) and reviewed some of the processes and the changes that are going to happen, and asked how comfortable she was with the influx of warrants sent to the sheriff's office. Jennifer – asked Erik about when Charlotte is entering the warrants-it is generating a number for the warrant. Erik – after go live the warrants will have a number already on it. After go-live she will not have to generate a number on the warrants, she will have to activate the warrant as soon as the Sheriff's department receives the warrant. Jennifer – asked if they were going to wait until they receive a paper warrant before they become active. Botie – stated once they get a hard copy (warrant) in hand they will activate the warrant.

Wade – asked Judge Duncan if he had been shown about the digital signatures? Judge Duncan – stated yes they had gone over it during training. He has used them in the past. Wade – stated Erik said there was some push back on the digital signatures. Jennifer – stated Judge Barnett was fine with using the digital signatures. Erik – stated there are two ways to sign digitally; (1 capture the signature; 2 signature pads. Ken – stated digital signatures are password protected.

Jennifer – stated the only other issue she found going into TEST, is there is no DPS Troopers. Erik – stated with officers and agencies, you can have agency tracking, if there is no agency tracking, you will be able to free text the officer and badge number. If you have a request to add an officer or update send a request to the Sheriff's Office Dispatch. Wade – stated he would like the expunctions from the I. T. Department be limited. Josh – stated the I. T. Department has always done expunctions. Jennifer – stated she should not be able to do the expunctions. Josh – stated they require from the District Clerk's Office is to send them the expunction order. Botie – stated the records clerk in the jail did a lot of expunctions. They are getting a lot of non-disclosure orders now. It is ordering that law enforcement can have the information, but it isn't public information. That is a concern that the employee doesn't give out information to the public that is on their screen. Erik – stated there is a check box for not public exposure. That will keep it off of public access.

6. Consider and Discuss IT Director Report

Josh – stated he hasn't done anything else on the generator, but thinks a structural engineer would need to check the roof.

Motion made by Comm. Geeslin and seconded by Botie Hillhouse to adjourn the meeting @ 4:09P.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.