

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on January 11th, 2017 @ 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
BOTIE HILLHOUSE	SHERIFF
WADE MCKINNEY	COMM. PCT. #2, CHAIRMAN
MARK HALL	DISTRICT ATTORNEY
MICHAEL BYNUM	COUNTY TREASURER, absent
KEN GEESLIN	COMM.PCT. #4, absent
MARY MARGARET WRIGHT	COUNTY CLERK
KEVIN POLLOCK	J.P. PCT. #5
BETTY HERRIAGE	DISTRICT CLERK, absent
PEGGY GOODALL	TAX ASSESSOR/COLLECTOR

And guests, Josh Brock, IT Administrator; Susan Cochran, County Clerk's Office and Jane Crouch, Auditor's Office.

Via phone: Chris Ricci, Eric Williams and Erik Ernst, Tyler Technologies.

Transacted the following business, to-wit:

Comm. 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 Judge Pollock and seconded by Sheriff Hillhouse to approve the I. T. Minutes from the previous I. T. meeting held December 7th, 2016. Item passes.

2. Consider and Take Action on issues related to the Odyssey Project.

Chris – Jane had requested through Eric Garcia on Registry Check transaction issue to have a node added. Chris is trying to get a script run that will add a comment to those payments where there is not a reference number on a payment. This should be done within the next week, (January 16, 2017), and will be able to close this issue out. The second issue that is related to this issue that Eric Garcia is working on is the Fee Codes and the Quarterly Reports. They have finally identified what the issue is. This fix will come via a package. This should be done within the next week as well (January 16, 2017). Chris will lay that on Jane environment to test. Once Jane approves, it will be put on PROD. Chris will stay in touch with Jane on these issues. This issue had civil fees on the criminal fees, Jane – that has already been fixed. Chris – there were a couple of cases that didn't look correct and they identified there was an issue and it needed to be fixed via the package. This will make the reports a lot more accurate. When they load the

package on TEST, Chris will contact Jane. Wade – this is affecting the quarterly reports? Chris – yes. Jane – will this be fixed before the quarterly reports are due? Chris – hoping to have it completed next week (January 16th, 2017). It will get done ASAP, and it just takes time to build that package. Erik – these fees are showing up in the summary and when compiling the reports it is showing there, but they are not showing in the detail? Jane – are you talking about the bottom half of the criminal reports where it has all the detail on the first 15 lines? Erik – yes that’s correct. Jane – just ran that report and doesn’t have that information, and that would be very helpful. Erik – it’s recording the numbers in the summary so when you submit your quarterly reports you will have the numbers and they will be accurate. Wade – the numbers are correct in the summary but in the detail it is not matching. Jane – there are two parts on the criminal report and the first part we keep 10%, but on the second part 20% goes to the state. They put in the 20% but you don’t know where they got the figures, there is no detail on the report, but now they are working on a report to be able to bring in where the figures come from and can make sure your numbers are correct. Chris – we have 2014 on TEST and did a data restore and is current up to January 5th, 2017. Judge Pollock – submitted a low priority ticket that has Scott McKee’s name showing up as an option as Judicial Officers for the JP #2 court. Chris – saw the ticket on this issue and talked with Sue Collin to look at this issue in the next day or two (January 13th, 2017). Josh – it is probably more on our side than Tyler Technologies. We can work with them or they can help us with this issue.

Susan – put in a couple of tickets regarding e-filing. We are having some issues with e-filings that aren’t going through and some tickets that have been open since December 21st, 2016 and one was resolved today (January 11th, 2017). Shawna Burch sent Susan back a huge paragraph on how to fix the issue, and if Susan was not able to do it get in contact with the Odyssey Team on how to fix the issue. Susan left a message to the phone number that she was given for the Odyssey Team to contact her and the number went directly to voicemail, Susan left a message for someone to get back with her and no one got back with her. Susan then sent a ticket, and no one got back with her on the ticket. Later on Shawna later got back with her and she said that she didn’t see the response from Susan to the message. Odyssey was having issues with the ticket submissions, was some kind of glitch on Odyssey side. Jennifer called Susan today (January 11th, 2017), and tried to get Shawna on the phone and was not able to contact her. Susan was able to pull up the message on the computer and Jennifer got Kim on the phone and took care of the issue immediately, but the issue had been sitting out there since December 21st, 2016. The issue was the code word “minor” was put in as obsolete. Once this was done they said the e-filing was good, the e-filing had gone through and the e-filing was fine. On our side, Susan couldn’t see where the e-filing had gone through on the review que. Even at this point Susan is still not able to see, it is not showing up. The first e-filing had been rejected and there were like four (4) that were approve and she said Susan had to go back through and reject the first one again before it would show up. Susan rejected it and it disappeared. It still not showing up, Susan asked one of the clerks in our office to contact the attorney and apologize for the delay and check on his side to see if the filing had been rejected and please to resubmit the filing. Susan checked before lunch and it did not go through and it was not in her review que. Wade – back December 21st, 2016 you had an guardianship of an minor and would not e-file and there was a long time before a response from Tyler. During this span of time this was the only guardianship of a minor you had? Susan – yes, there were two other issues that weren’t going through-one was a writ of sequestration and Susan talked with Jennifer and was not able to help with this issue she was having to put in a ticket while they were on the phone today (January 11th, 2017). This issue was on the fee side and Jennifer was going to have to give this to someone else and have them contact Susan. There was also another issue-this error said process payment failed, process payment roll back and processing has no transactions to roll back Wade – this was concerning what type of case? Susan – e-filing – plaintiff’s original petition. Chris – ticket that Susan referenced, the e-file team and Eric Williams may be able to help with this issue. Chris – as far as the time that it took for them to respond Eric can speak to the management group. Chris – can let them know this is a continuing issue on response time. Chris – will talk with Justin after the call for the ticket that was opened a couple of hours ago and will get this going as far as the Odyssey side of the ticket. Eric Williams – as Chris mentioned he would get the ticket numbers from Chris and look at the history of these tickets and get these addressed with the leadership team and to see what we can do to correct this moving forward. Eric – this has happened once before, and wants to make sure this is not a pattern or a behavior. Wade – this is all Henderson County asks.

Josh - there are two issues; one is a conversion error with the JP conversion. We have been working with Kim Jones and working on a list of parties that have been converted as businesses. The case shows it as a business when it is actually a party. We have been working with Kim trying to clean up this list. Kim completed that, what they can do with that is where the comma is, in the case it will state Deceased and the last name, and there are about 13,000 of these cases. They have taken a spread sheet and have cleaned it up as much as possible; taken the entire deceased out, taken the estate out. Josh isn't happy with the data they have gotten out of it. Josh - has a group of people that's not with the scope of the project, but we have child support payments that were paid, and we took that payment back in AbleTerm days after that point, the AG office started taking the child support payments and we stopped logging the payments. We have a case that came up and it may happen ever so often that the AG office states someone hasn't made a payment for two or three years, but we had a record in AbleTerm of this person making his child support payments and were able to pull up the records to show proof of his payments. If this happens again what do we need to do? It is our duty to get the records to the people. Wade - we have no way of accessing without AbleTerm. Josh - this data was not in Odyssey for proof of payment and was not part of the conversion. Josh - Erik said it was out of scope. Can you give us some insight? Erik - back then the child support was in an entirely different module in AbleTerm. What can be done, there are a couple of clients that have created a shell case and had the payments converted to the shell case or it can be dumped out as a spreadsheet, Erik will look at getting both options to Josh. Wade - this issue needs to be taken care of from AbleTerm.

Jane - Kay from JP #2 had mentioned something about warrants can't be added to cases, OMNI fees. Wade - get more information and put in a ticket for this issue. Jane - we haven't gotten Purdue going for third party collections. We are ready to meet with Perdue. Wade - at the last meeting we got the go ahead to begin. Jane - we need to meet with Perdue. Wade - yes, this will need to be instigated from the Justices. Judge Pollock - they met with Perdue on the first of December 2016, and it was his understanding that the green light was given to get this started. Jane - there was something said for them to put the information into Odyssey, they would need access into a computer. Judge Pollock - we can give them a stand-alone computer where they can go into and access at any time or they can use our computers with the knowledge when they are in the computer we can't do anything. It is a matter if the office's wants an automatic dump or do it manually and we set up the cases and give the cases to Perdue, some of the courts decided they want control and the others decided to let Perdue have the access to the computers and let them do the dump, and deal with the fall out afterwards. Erik - is Melissa the rep for Perdue? Judge Pollock - yes. Erik - have Melissa contact me (Erik), and let me know what option that each office wants to take with Perdue. It's just a matter of running some reports and running something in list manager to do an update through the cases that have been submitted to collections and the difference between each court how the court wants to run the reports and the manager update or wants Perdue or Melissa to do it for them. Erik - wants to make sure Melissa understands the process and if she is going to be doing it for the courts, Erik wants make sure she understands that as well, and share the information with the courts that is doing it themselves. Erik - the day they met with Perdue, Eric Garcia and Erik and Melissa went over the reports.

3. Consider and Take action on Odyssey System OS Upgrade.

Chris - this was put on TEST, and did a data restore to get the data current up to January 5, 2017. It is ready to TEST and move forward. It is just a matter of how long we want to TEST. Do you want to set a date to get this on PROD? Josh - we had a problem with the data that was brought over, we are going to have to have some people to go back and do some checking on it, we talked briefly about the parties that were converted as businesses. We went in and started to check against the list and we were seeing the same exact thing, Kim Jones posted it appears as though a PROD to TEST restore was done on January 5th, 2017, and wiped the changes that were done. We were having some problems with the fact that being done on January 5th, 2017, it wiped some changes in the TEST environment and Josh would like everyone on to go back through and check the pieces they were verifying. This is in the ticket of party converted as a business. Josh - had the County Attorney's office to check the issues they have, and see if the 2014 version corrected for TEST. Chris - asked if we need four (4) to six (6) weeks to TEST? Let Chris know when we are ready for this to go to PROD. Wade - we are four weeks late on where we wanted to be at this point, we were going to use the holiday time at the Sheriff's Office to TEST during the slow time. The recommendation was made by Tyler

for the end of January for training. Chris – far as training for that week, Chris spoke with that group yesterday (January 10th, 2017), and requested a specific person to do the training in Henderson County. Chris will know by end of today (January 11th, 2017), whether we get the person that Chris has requested, we can schedule and he will contact Josh for the date of training. Josh – the bond integration part we have to do test runs on it. If this is flowing like it should, he would assume it will work. We can probably go ahead with the training. Wade – his concerns is in two (2) weeks they come in and train and how many departments can go and look at the TEST environment. Josh – we will need to push this along for the offices to go into TEST and make sure it works. Wade – Chris give us a couple of options for training. We will try to get our people into TEST as soon as possible, and wait on your couple of dates for training. Mark – asked about CJIS coding, it is part of the pen pack and once someone is convicted is it sent off to TDC. How does coding get put into the system? There was an issue with an inmate, the code was incorrect. How do you correct the code? The District Clerk's office has been putting in the CJIS number and the Penal Code section under which the person was convicted. The District Attorney's office will start putting in the CJIS numbers and the Penal Code section to keep the coding correct. The CJIS code number represents the offense. Chris – will call Mark tomorrow morning (January 12th, 2017), and help answer questions he may have.

4. Discuss Status of Digital Payroll Update.

Michael and Ann Marie were not at the meeting to give an update. Wade – as far as the update we are waiting to get the personnel policy updated.

5. Discuss Status of Google Hosting Conversion.

Josh – gave a rundown on Google Hosting Conversion to Mark and Peggy to get them up to speed on what was discussed at the last I. T. meeting.

6. Discuss Status of Morpho Trust digital finger printing Upgrade.

Josh – the DDG was switched out for the new one. The jail finger printing machine has been working fine. The County Clerk's office has had a couple of issues and worked on those. There was an outage this week (January 9th, 2017), and it was a connection of a cable in the wall, and was able to get it fixed and was able to connect to the fingerprint system. At this point just making sure the DDG stays stable and replace the three (3) laptops and go down to one laptop in the County Clerk's office. Josh – there was a database issue a week and half ago and it was on the Morpho Trust side.

7. Discuss Status of Henderson County I. T. Policy.

Josh – has gone through the I. T. policy and has tried to simplify and make it isn't antiquated. The policy is not for the I. T. department, it is a user agreement for the county. Josh – status: he worked on the policy and asked Clint to give any pointers that could sharpen the language of the policy. Clint has been looking over the policy, in drafting the policy it is difficult and he hasn't gotten very far, he is discussing the no privacy policy of emails for the County. Clint – will get with Josh before next meeting to discuss the I. T. policy.

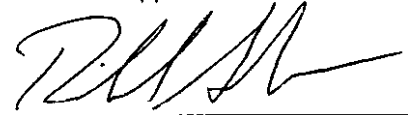
Jennifer Carman – emailed Melissa dates to come to her office. Melissa wanted dates from every JP so she can come and run the initial collection report, and go over the report. Jennifer is looking for this around January 19th, 2017 or January 20th, 2017.

8. Consider and Discuss IT Director Report.

Nothing to report at this time.

9. *Motion made by Judge Pollock and seconded by Sheriff Hillhouse to adjourn the meeting @ 3:10 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.