

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on February 1st, 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
CLINT DAVIS	COUNTY ATTORNEY
BOTIE HILLHOUSE	SHERIFF
WADE MCKINNEY	COMM. PCT. #2, CHAIRMAN
MARK HALL	DISTRICT ATTORNEY
MICHAEL BYNUM	COUNTY TREASURER
KEN GEESLIN	COMM.PCT. #4
MARY MARGARET WRIGHT	COUNTY CLERK
KEVIN POLLOCK	J.P. PCT. #2, absent
BETTY HERRIAGE	DISTRICT CLERK
PEGGY GOODALL	TAX ASSESSOR/COLLECTOR

And guests, Josh Brock, IT Administrator; Jane Crouch, Auditor's Office; Diane Russ, County Attorney's Office; and Pam Underhill, County Clerk's Office.

Transacted the following business, to-wit:

Comm. McKinney called the Meeting to order at 1:32 P.M.

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

Motion made by Sheriff Hillhouse and seconded by Clint Davis to approve the I. T. Committee minutes, as amended held January 11th, 2017. Item passes. Comm. Geeslin abstained.

Chris Ricci, Erik Ernst and Eric Williams did not join the meeting.

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

Wade – talked with Jane about the fee codes and the quarterly reports, Jane said they are working on the detail on the quarterly reports, and that isn't completed at this time, and the support staff is looking into this issue. Wade – asked if we knew of any scripts that have been run. Josh – said there haven't been any scripts run since January 4th, 2017. Wade – how has Judge Pollock's issue with Scott McKee's name coming up on the cases. Diane – Judge Pollock's issue was corrected. Wade – parties converted to businesses in the JP conversion?. Josh – Erik said he had some leg work he was going to do on this issue. He had said it was out of scope. It is a conversion issue. There were 13,364 names on the list; some of the names are businesses. Having to go through the names on the list would take a lot of time. Josh - Erik said he thought he could help them with this issue. Wade – is this the same issue that we found with probates and names being tied together? Josh – yes, he added it to one ticket, it was all JP and probate. Wade – we sent the spreadsheet to Jennifer Carman and she did the JP's as far as the mergers. Wade – what about the child support issue? Josh – they had taken child support payments in AbleTerm in the District Clerk's Office, in 2006 – 2007 the AG court started taking child support payments and the District Clerk's office didn't take payments

anymore. The AG court was saying that there was a case where someone didn't pay child support and the Clerk's office had record of it in the AbleTerm system and was able to retrieve the information. This information of payments is not in Odyssey. We were asking for a report or spreadsheet that would have that data broken where it could be researched for payments, in case we lose AbleTerm at some point. There is a ticket on this as well. Diane – Erik was supposed to be looking into this issue. Josh – the ticket is saying waiting for customer to close, it is out of scope. Wade – we haven't entered data since 2008. Just one person came forward with this issue of paying and it not showing at this time. Wade – Jane you thought Judge Pollock has met with Perdue. Jane – yes, they did meet with Perdue. Jane has talked with Jennifer Carman, she said they did get a report that was 160 pages and got the report down to 20 pages, if they can get it cleaned up by the end of the week (February 3, 2017), they can be included in the warrant round-up. They are working on the report and are figuring out which ones to send to Perdue. All the JP's have gotten their reports and are going through and making sure the cases sent to Perdue are good cases. Josh – talked with Reagan with Perdue and was asking about them having access to Odyssey, to update cases. Josh gave him reasons he had resistance for them having access to Odyssey and being able to make changes to the cases, Reagan agreed. Reagan said he would like to be able to do is view cases, that way if someone calls and needs support he would be able to view the case. Josh – sent out an email out to the JP's asking if they would be ok giving Reagan access to viewing the cases? Josh – has gotten response from all JP's except Judge Adams and Judge Duncan's offices. Josh – will get with them on this, and will be able to grant access for Reagan to view the cases. The JP offices wants to be able to keep cases from automatically going to collections in 60 days, they want to have a choice in sending or not sending to collections.

Jane – warrants can't be added to cases. Jane – opened up a ticket and got information from Odyssey on how to do this and gave the information to JP #2 and got a little bit of resistance. Jane sent a letter to Judge Pollock and if they can do it in smaller batches, Jane thinks it will be something they can handle. Jane felt she thought it was an overwhelming job. Jane will stay on top of this and see how it progresses.

Josh – e-Discovery – they gave Josh an update, his question is when we moved to 2014, what is going to impact this issue? Tread Strickland is the support person working with Josh and Justin Weiner and they are trying to get everything straightened out. Josh – will ask what the impact will be on e-filing. Ken – there are a lot of counties that are on 2014. You can ask if they have had any issues with the 2014 version. Josh – will email Chris and ask him and not open a ticket.

Wade – asked Mark if Chris called him the day after the meeting January 11th, 2017. Mark – no Chris did not get back in touch, this was about the Pen Packs. There was an issue with someone in TDC that had written a letter stating the code was incorrect. The question he wanted to ask Chris is how the right code would be attributed to what they were found guilty of. Wanted to know how to insure they are matched up to the right CJIS code. Wade – we have a meeting and three weeks later they have a mad scramble to get everything done the day of the next meeting. They aren't even on the call today. There is a slip on their (Tyler) side. Josh – on Bonds - there is a box to check for no bonds on a case. The JP offices were contacted and given this information.

Ken – Comm. McKinney sends out a note to everyone asking if there are any agenda items for the I. T. meeting. We are whittling away on the Odyssey issues. The agenda also goes to Tyler and we are at the point that we should have bullets A, B, C, D etc. that way Tyler is prepared on the issues that need to be addressed. Ken – the issues that Mark is having, if they haven't been resolved-these items need to be on the agenda for the next I.T. Meeting as a bullet. Jane wants to be added to the list to receive the agenda.

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

Wade – there was a problem with the Data that was brought over at our last meeting going over to the TEST site. Josh – initially there were issue. They had loaded the 2014 site our data wasn't loaded with it, so it was a blank test system. They were looking for some type of report sheet in the County Attorney's office for hot checks. They had them in test after loading it to the TEST environment, it didn't work. Once they loaded the data back into the system

they tested and it did work. This shouldn't be an issue at this point. If we create a bond from the very beginning and walk it through the steps and pass to each department, send it to the court level and make sure the bond integration is working correctly. Once we know they are working correctly we will be ready to move. Diane – had the staff going in different areas in Odyssey TEST to make sure it was working.

Josh – got a message from Erik asking about the schedule for training. Josh – told Erik that we needed a date for training before this I. T. meeting. The last thing that Josh heard was from Chris today (February 1st, 2017), Chris, (email), I know Erik has dates for training; Chris needs to confirm the dates. The reason Chris wasn't on the call, he did not receive anything about the meeting, he said he usually get an email a few days prior to the meeting. Wade – we don't have a date for training.

4. Discuss Status of Digital Payroll Update.

Wade – Ann Marie is replacing the financial package. This is her project and her project alone. There was a demo that a few of the committee members sat in on, and had another meeting yesterday (January 31st, 2017), and will have another meeting about this tomorrow (February 2nd, 2017). Both vendors have a payroll system built in their system. It may be prudent to hold up on this until we get through the financial package process. This may save a cost on implementation on setting up a free standing payroll system. Wade - hate to move forward with the payroll update, when it could be taken care of through the financial package.

Josh – from what was in the demo, reporting time sheets were basically all that it entailed, and doesn't think it would change much down the line, and that it would save time on payroll. It was really more financial with a payroll piece. Payroll wasn't bad it was part of the package. Ken – doesn't Denton County use the same financial package that Ann Marie is looking at? They are also using the Kronos payroll system as well. Michael – the software we are looking at has a time keeping system, and works well with what we are looking at for payroll. Wade – the package that we have seen is compatible with the other time keeping and having the capability of its own with time keeping may be a route to look at and may be less expensive than the others. It may be prudent to wait until we get the financial system set before getting the payroll system. Michael – he had rather wait until the financial package is up and running.

5. Discuss Status of Google Hosting Conversion.

Josh – the go-live date is February 17th, 2017, when we move from Rackspace to Google, they have started doing some clean-up on the active directory because it will be all one piece so we can create all of that. They have found data from exchange days and didn't know it was there. He wasn't able to view it and wasn't able to get into the directory system. We have employees with name alias, with multiple addresses. Had to figure out a way to override it or do a work around, we don't have a way to clear those. There are a couple of things to finish; group items and attribute items. We had a meeting today (February 1st, 2017). We will go-live on February 17th, 2017, the things Josh has to get done before going live will not prevent it from going live. Just a few things he wants to clean up. What will happen on February 17th, 2017, is that basically everyone's email addresses will have to go to an eight (8) character password with complexity to the password. They will start the transition after hours on February 17th, 2017. He will be able to watch the migration and do the clean-up. Google will start with the new emails first and work their way to the older emails. They will have Rackspace opened for a couple of days as well. All four (4) will go to each office to make sure all is working well with the emails. Josh – the password will be generic and each office will have a different one. The big impact will be February 20th, 2017. Ken – will Wayne Lyons be involved? Josh – yes, it's on a different level. We had an issue last week (January 30th, 2017), where the Cisco system was stating we were out of licenses. What has been happening, we have been pushing one direction but not receiving, when we create a new user and push it to the phone system, the phone system wouldn't remove the ones we took out. Josh had to go in a clear out about 125 people. We are at the point we need a phone system upgrade, software wise, not hardware wise. They are pushing that for the next thing we need to buy from Flare.

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

Pam – there were issues, Jeff did a software update, and Pam had about 12 fingerprints that were not online within 9 to 10 days. They are supposed to be on there within 24 hours. They went back in and resubmitted these fingerprints and we have gotten all but 3 back, Pam is waiting for them to show up online. Josh – what the new issue was, after they send off the data, they were able to retrieve it on the laptop, which that was the issue before. They were not receiving back a Mid and Mac which is a conformation that the prints were received. When they were scanning the prints on the screen of the fingerprint scanner, when the state was receiving it, it was off the margin of the scanner. They were able to update the software and correct that issue. Pam – Jeff had talked with Loann Garcia and two or three of those were on DPS side. Usually we receive conformation within three or four hours after the prints are sent. Josh – the next step is to consolidate down to one laptop in the Clerk’s office. We will rely on Pam’s recommendation when it is time to consolidate down to one laptop. Pam - would like to wait a month before consolidating to one laptop. Pam – it is looking great at this point. Pam – Jeff Smith has been really working with us getting these issues resolved.

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

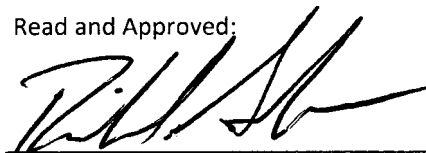
Josh – I had hoped to have had a draft to share with the Committee this month. Josh has been working with Clint; he has really helped with the policy. In the last week they have had discussions on each piece and were able to condense some of the wording to simplify the policy. Clint - I. T. department’s role is to look at things that can affect the infrastructure or the network. It was discussed blocking certain websites such as Dropbox and YouTube etc. It was discussed in detail about charging, plugging devices or jump drives etc. into the county computers, whether or not it should be written in the policy. Wade – in the policy, it could read if you plug a phone, jump drive etc. into the Counties computers and it messes up the system the employee would be responsible for damages.

8. Consider and Discuss IT Director Report.

Josh – it was brought to Josh’s attention we have 19 users in jury and we have 14 licenses. Josh will go to each office to see if he can lower the number of users. In the 392nd there were 2 users and a generic 392nd; Josh will ask if they can just use the one generic 392nd. We need to clean up the list to get the number back down to 14 users.

9. Motion made by Comm. Geeslin and seconded by Sheriff Hillhouse to adjourn the meeting @ 3:13 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.