

STATE OF TEXAS §

COUNTY OF HENDERSON §

BE IT REMEMBERED, that the Henderson County I.T. Committee met in Regular Session on October 4th, 2017 @ 1:30 P.M. in the Annex 2nd Floor Training Room in Athens, Texas, with the following members present, to-wit:

ANN MARIE LEE	COUNTY AUDITOR, absent
CLINT DAVIS/DIANE RUSS	COUNTY ATTORNEY
BOTIE HILLHOUSE	SHERIFF
WADE MCKINNEY	COMM. PCT. #2, CHAIRMAN
MARK HALL	DISTRICT ATTORNEY
MICHAEL BYNUM	COUNTY TREASURER
MARY MARGARET WRIGHT/M. SUSAN COCHRAN	COUNTY CLERK
KEVIN POLLOCK	J.P. PCT. #2
BETTY HERRIAGE	DISTRICT CLERK
PEGGY GOODALL	TAX ASSESSOR/COLLECTOR, absent
KEN HAYES	COMM. PCT. #1

And guests: Josh Brock, IT Administrator; Sherry Foster, District Clerk’s Office; Jane Crouch, Auditor’s Office; Jennifer Carmon, J.P. #5; and Patrick Green, 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 accept the minutes of the August 2nd, 2017 IT Meeting, for filing purposes only. Motion passes. Comm. Hayes abstained.

Motion made by Judge Pollock and seconded by Sheriff Hillhouse to accept the minutes of the September 6th, 2017 IT Meeting for filing purposes only. Motion passes.

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

Wade asked Patrick to give an overview of the information he collected over the last month and a half, two months. After this meeting, the SME’s are supposed to gather for Patrick’s presentation. Due to a lack of communication, the message did not get out to the SME’s prior to the IT meeting. Diane Russ contacted Misty immediately and she sent out messages for those able to attend the presentation to be there at 2:30. Patrick gave an overview of his findings. 1. Disconnect between offices and support. 2. Length of time for resolution of issues. 3. Support has improved over past few months 4. Ability to get access to information (between offices) 5. Disconnected feeling in the county 6. Several items that need to be re-visited from training perspective 7. In depth business process review at the jail 8. Bond and Warrant business process review – very important 9. CIJIS training

Patrick stated the SME's or Department Heads need to be at all the training classes to make the decisions regarding the business process reviews. Wade stated he could foresee several meetings with several different offices involved regarding one topic. Patrick concurred.

Patrick discussing the training to be given will be very specific and certain individuals need to be present to obtain the training which will be extremely stringent to the topics. Wade asked how many meetings/trainings? Patrick was unsure – possibly 7 or 8. Some of the meetings can be done within the county without Tyler being involved.

Patrick believes the most critical need is in the jail. They are the key to the beginning of the process from the criminal perspective.

Patrick mentioned the importance of the SME's getting together to discuss the processes. He brought up MODRIA a 5 year plan that Tyler has which is a more fitting topic for the IT committee. Wade stated that in 4 years this is the first time we have heard about a plan. Patrick admitted that is why his position was created. Wade stated he wanted Patrick to have an even more hands on role with us until we get more organized to handle this. Right now we are set up as this governing group to assist with the policy. As far as how you implement outside of that is unclear. Patrick stated that is what the business process review is for. Tyler personnel will see where the need is, write them down in a process with a timeline and give them back to the office.

Wade asked if Patrick believed communication was at the heart of the issues – between departments and between Tyler and the county. Patrick said not at the heart of it, but yes the communication that I can't get this done because I don't have this information. Some of these are directly related to Tyler – the County Attorney needs to be able to transfer information to the County Clerk paperlessly. There is a ton of printing, a ton of mismanagement. There is not a solution in Odyssey right now because that is criminal e-filing. Diane Russ – we won't have that in effect until 2019. Wade concurred, but stated in our plan when we rolled it out 4 years ago we would be doing it by now. He restated it was an inability with Odyssey. He asked Patrick why that was. Patrick stated it was because he could not attach a document to a path and have it cross product centers from Attorney Manager to Case Manager. He could file the case and have all the case filing data go through, but those documents... Wade asked why the documents couldn't be downloaded and emailed. Josh said they could. They have to go through Google Drive or e-mail or handed over... Wade asked how long we had been discussing that as far as implementation. Josh stated this is something we would be looking at once everything was smoothed out. Josh said we have not addressed it formally. Diane believes Odyssey is in the process now of using a county to transfer documents from County Attorney/DA to the District and County Clerk's office.

Patrick stated he was going to talk about each item today, but probably not resolve them today. He has potential dates for the Sheriff's Office to start a business process review in November. Wade asked where he planned to go after the jail. Patrick said the integrated processes – warrants/bonds; following by individual business practices with each office.

Wade asked for a copy of the presentation and the PowerPoint from Patrick.

Michael asked if he would be experiencing any issues coming up with the conversion to STW. Jane and Wade stated that he should not.

Patrick asked for the Committee's direction on priorities after the jail. He also stated the County Attorney's Office was very efficient on Odyssey. He said while it's a negative and a positive the JP offices will go in and the investigation on their own to see how they can get it done in Odyssey. That mentality is crucial. Diane asked if all the JP SME's showed up to the meeting. Patrick stated not all attended and some were still doing things manually. Comm. Hayes asked which JP. Patrick declined to say and suggested he get with all the JP's.

Wade stated that the Committee will be leaning heavily on Patrick to take a facilitating role.

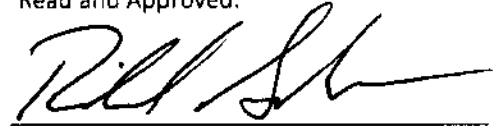
3. Consider and Discuss IT Director Report.

Josh stated there was a power outage at the Annex building last Tuesday and some issues with the air conditioner that have been resolved.

4. Consider and Take Action to adjourn.

Motion made by Michael Bynum and seconded by Betty Herriage to adjourn the meeting @ 2:19 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.