

Information Services Policy Committee
Thursday, December 11, 2014, 1:00 PM
Room 106, City County Building

Meeting Minutes

ISPC members in attendance: Trent Fellers, Steve Hubka, Dennis Meyer and Jane Raybould.
Information Services staff members in attendance: Steve Henderson, Jim Anderson, Craig Gifford and Jeff McReynolds.

Fellers called the meeting to order shortly after 1:00. He called attention to the Open Meeting Act information posted in the room.

There was no public comment.

Raybould moved approval of the November 13, 2014 minutes. Seconded by Fellers. Henderson asked about the style and format of the minutes; ISPC members answered that the minutes were in an acceptable format. There was also some discussion about the possible implications of the video recording process and what might be required for purposes of records retention. Henderson will not yet delete any video recordings and will do further research. At the conclusion of the discussion, the minutes were unanimously approved on a voice vote.

Henderson reported that the Information Services fund balance was \$725,058.52 as of approximately noon today. After reviewing any necessary format changes, he will resume presenting the fund balance information in graphical form.

Henderson reported that the County Board approved the revised Interlocal at its November 18, 2014 meeting on a vote of 5-0. The revised Interlocal is now available on InterLinc.

Discussion ensued regarding advisory bodies. Henderson recommended that the ISPC members consider asking the current GIS advisory group to create the necessary charter and recommended membership information for consideration and possible approval by the ISPC. After additional discussion, the ISPC did issue the request to the current GIS advisory group to formulate a draft charter and membership list for subsequent consideration and possible approval by the ISPC.

The group discussed the possibility of identifying any active enterprise projects. Henderson suggested that at least from Information Services' perspective, there may not be any viable candidates for enterprise project status among the current projects. Discussion followed regarding the ISPC's role in identifying and managing enterprise projects – and even the nature of what might characterize an enterprise project – but no enterprise projects were identified at this time.

Henderson mentioned that the new Interlocal includes language that allows the Finance Director to seek input from ISPC members regarding the Information Services' Director's (Henderson's) performance evaluation.

Anderson reviewed the Systems Development Projects monthly report. The report is included following these minutes. In particular, there was additional conversation about the Empower time entry system

Gifford discussed the Network and Infrastructure topics, including Novell migration, the Lancaster County Event Center and the pending major bid for computer equipment.

Due to another obligation, Hubka excused himself from the meeting at about 1:45.

McReynolds addressed GIS status reports. In particular, he touched on the status of the Automated Vehicle Location (AVL) project underway in partnership with the Raikes School at the University. There was some discussion about how long the underlying location data associated with the AVL application will need to be retained. The group's suggestion was for McReynolds to discuss this topic with the City Attorney's office. More generally, Jeff commented about the likely need for additional policies addressing various facets for the GIS program. He also mentioned the "Clip, Zip, Ship" application being worked on at this time. McReynolds discussed his work with Human Resources regarding efforts to establish a family of GIS classifications. Both McReynolds and Henderson offered that GIS information could be made available to the City Council and/or the County Board for assistance in deliberation about issues that have location-based interest.

As the meeting was coming to a close, the entire group thanked Jane for her service on the County Board and specifically on the ISPC.

With no further business to conduct, Fellers adjourned the meeting at approximately 1:55.

INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Jim Anderson, Systems Coordinator, Information Services
DATE: December 11, 2014
SUBJECT: Monthly Report

SYSTEMS DEVELOPMENT PROJECTS

1. EmpowerTime System

Efforts continue in implementing the software for the County. The vendor is around 75% complete in configuring the environment for County requirements. When finished, the application will be available for testing.

2. Jury Management

The Jury Management application is being migrated from the State mainframe to the environment hosted at Information Services. The project is 90% complete.

3. County Treasurer Property Tax System

A module to allow tax sales of Special Assessments is being added to the system and is 25% complete. The tax distribution process was modified to distribute taxes based on the total tax calculation provided by the County Assessor's office.

4. County Corrections STOP application

Information Services will be hosting the statewide database that is currently hosted by the Nebraska Safety Council. The details of an MOU for hosting the database need to be agreed upon and the MOU needs to be signed before work can begin.

5. Oracle Application/Database Conversion

Production Oracle applications and databases are being migrated to a Microsoft environment, which is now the primary development environment in Systems Development. The project is scheduled to be complete by the end of January 2015. We are currently working on the final application conversion, which is 25% complete.

6. JDE World

A new Statement of Work has been signed for work on clean-up items identified during the JDE 9.3 upgrade. The Statement of Work runs through the end of 2015, but the work is expected to be completed before that time.

7. Accela Automation

The Accela Automation software will be upgraded from version 7.3.1 to 7.3.3, mainly to resolve a problem in inspection scheduling that is resolved in 7.3.3. The environment used for development work has been upgraded and is currently being tested.