

Information Services Policy Committee
Thursday, December 14, 2017, 1:30 PM
Room 214, City County Building

Meeting Minutes

ISPC members in attendance: Leirion Gaylor Baird, Rick Hoppe, Dennis Meyer and Brandon Kauffman. Information Services staff members in attendance: Steve Henderson, James Anderson, Craig Gifford and Jeff McReynolds.

Gaylor Baird called the meeting to order moments at approximately 1:32.

Gaylor Baird called attention to the Open Meeting Act information posted in the room.

There was no public comment.

The November 9, 2017 minutes were approved unanimously on a voice vote.

Henderson reported that the Information Services fund balance was \$1,376,365.08. He stated that while the balance remains strong, Information will soon be facing a number of expenditures for both hardware and software that will total around \$444,000. Otherwise, he had no further comments about the balance. A copy of the fund balance graph is included later in these minutes.

Henderson mentioned that all CJIS participants are developing high-level lists describing how they use CJIS. That information will be provided to Purchasing so that a RFI can be developed. On the topic of the Human Resources / Payroll project, Henderson reviewed the fact that all presentations were now complete, the Steering Committee and Evaluation Committee have discussed them, and now more detailed cost information is being gathered from all three companies. There was some additional conversation reviewing the general background of the project. Henderson presented a revised Project Charter for the HR / Payroll project – the revision was simply to identify the participants on the Evaluation Committee. The revised charter was approved unanimously on a voice vote. Finally, Henderson reviewed some of the current activities within Information Services pertaining to cost allocation and rate-setting. After some general conversation about the rate-setting process, he indicated that while not officially published yet it appears that rates will be slightly lower for FY2018-2019, with an upward tick in FY2019-2020.

Anderson discussed the strategy of centrally budgeting for efforts regarding information technology security. Meyer acknowledged this approach, also mentioning that the County Board has committed to purchasing Cyber Liability insurance. Anderson mentioned that Accela will “go live” with a new version on December 15, 2017. There was some general discussion about Accela’s role and function within the city as well as the general approach to implementing a new version of the product. In other activities, Anderson mentioned ongoing retro pay processing, General Assistance (implemented in November), a training and certification application for Parks

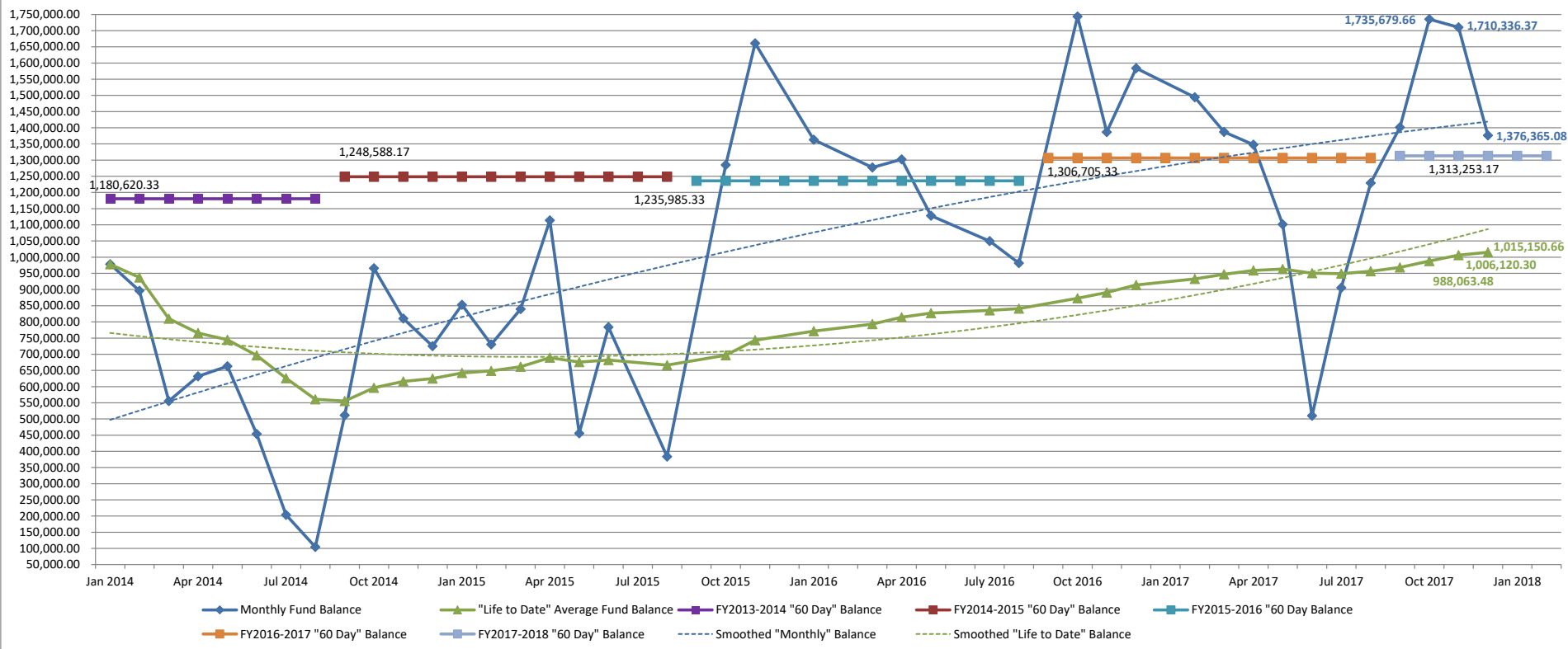
and Recreation and a Parking Garage wait list application. A copy of the Systems Development status report is included later in these minutes.

Gifford described the project to replace copiers/printers during the month of January. He also discussed Information Services' plan to move email to the cloud-based Office 365 environment – likely beginning in February (Information Services is using this environment now). Other infrastructure projects include switch upgrades in the Hall of Justice and City County building, along with fiber routing for Youth Services facilities. A copy of the Infrastructure status report is included later in these minutes.

McReynolds mentioned that the new GIS enterprise architecture is now in place, with the focus turning toward getting applications to operate in that new environment. Geodatabase consolidation is also a major initiative, consolidating several independent databases into one. He is working with the City Law Department to establish a new Memorandum of Understanding with MAPA to obtain updated aerial imagery. The flight cycle for this imagery is changing from three years to two years. McReynolds is also working with USGS to obtain updated LiDAR imagery – it should be available by no later than the end of January 2018. Finally, he mentioned that a new Computer Aided Design (CAD) standard is working its way through the Planning Commission and will come before the Council soon. This is a more sophisticated approach than the previous use of PDF documents. A copy of the GIS status report is included later in these minutes.

With no further business to conduct, Gaylor Baird adjourned the meeting at approximately 2:29.

Information Services Fund Balance - January, 2014 to Present



ISPC Project Charter

Project Title: HR/Payroll System Modernization Project

Project Owner: Brandon Kauffman

Project Start Date: 08/01/2017

Projected Finish Date: 07/31/2019

Budget Information: Current budgeted amounts are \$300,000 by the county and \$390,000 by the city. Should additional funds be needed, they will be budgeted after vendor selection when project cost is more fully known.

Project Manager: Jim Anderson

Project Objectives: The objective of this project is a modernization of the current mainframe-based Tesseract HR/Payroll system. This includes the evaluation, selection, and implementation of a HR/Payroll system from a group of agreed-upon vendors. The current vendor list includes Kronos, Oracle (JDE), and Workday. There are contracts currently in place with these vendors that will reduce the time required for evaluation and selection. An evaluation team will be formed to assess the software based on agreed upon functionality, with an emphasis on priority criteria such as retroactive-pay functionality and alternative methods for employee time entry. Hosting options for the new system include cloud-based (SaaS) and on-premise with a determination being made during the selection process.

Approach:

- Determine evaluation and selection criteria.
 - Establish process to review the functionality and capabilities provided by each of the Payroll/HR vendors (one/two day demos, multiple demos over a period of time, etc.).
 - Steering committee selects vendor that best meets required functionality based on recommendation from evaluation team.
 - Negotiate agreement with selected vendor.
 - Define and approve required changes to existing business processes.
 - Implement new system.
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Roles and Responsibilities:

Name	Role	Position
ISPC	Project Oversight	
Brandon Kauffman	Project Owner/Steering Committee	Finance Director
Doug McDaniel	Steering Committee	Human Resources Director
Dennis Meyer	Steering Committee	Budget and Fiscal Officer
Steve Henderson	Steering Committee	Chief Information Officer
Dan Nolte	Steering Committee	County Clerk
Tim Genuchi	Steering Committee/Evaluation Team	Accounting Operations Manager
Madalyn Popken	Evaluation Team	Payroll Administrator
Karen Eurich	Evaluation Team	HR Operations Specialist
Kathy Cook	Evaluation Team	Info & Fiscal Services Manager
Amber Null	Evaluation Team	Account Clerk II
John Vik	Evaluation Team	Deputy Sheriff-Captain
Tami Villar	Evaluation Team	Administrative Aide I
Michele Selvage	Evaluation Team	Administrative Officer
Jeri Roeder	Evaluation Team	Police Captain
Nate Atkins	Evaluation Team	System Programmer
Elisha Havick	Evaluation Team	Administrative Aide II
Christina Kling	Evaluation Team	Account Clerk II
Cyndy Roth	Evaluation Team	PWU Business Manager
Kim Kabourek	Evaluation Team	Account Clerk III
Pat Borer	Evaluation Team	Assistant Fire Chief
Michelle Maly	Evaluation Team	Payroll Specialist
Peggy Tharnish	Evaluation Team	City Controller
Joyce Davidson	Implementation Team	Project Supervisor

Dale Wenzl	Evaluation/Implementation Team	Systems Analyst/Programmer II
Craig Gifford	Infrastructure Team	Technical Support Coordinator

Risks:

- Difficulty allocating staff time to project because of daily work requirements.
- Required functionality not clearly communicated to vendors or clearly understood by vendors.
- Inability of vendors to demonstrate required functionality during evaluation process.
- Potential significant changes to business processes.
- Establishing approval process for changes to business processes.
- Identification of decision-makers during the project implementation phase.

Comments: This charter may need to be revised after vendor selection when additional, more detailed project information is known.

INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Jim Anderson, Systems Coordinator, Information Services
DATE: December 14th, 2017
SUBJECT: Monthly Report

SYSTEMS DEVELOPMENT PROJECTS

1. Information Security

Hours included in Systems Development cost allocation.

2. Criminal Justice Information System (CJIS)

Developing RFI.

3. Accela Automation

Civic Platform version 9.1.3 testing. Scheduling go-live date.

4. Payroll

IAFF retro pay.

5. Development Projects

General Assistance: New system in production on November 15th.

Parks and Rec Training and Certification: Restart project.

Parking Garage Wait List: Developing public pages.

INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Craig Gifford, Technical Support/Operations Coordinator, Information Services
DATE: December 14, 2017
SUBJECT: Monthly Report

ENTERPRISE SERVICES PROJECTS

New MFP Devices

Purchasing has awarded a new contract to Midwest Office Automation
Old Konica copier/fax/scan/print devices will be replaced with Ricoh
I/S will be working with Midwest to change out the 270+ networked devices

Microsoft - Azure Storage

Police Watchguard Video - Body Cam video archive storage
Working with Microsoft to develop an R&D deployment to evaluate cloud storage.

Microsoft Office 365

New Tenant "LinLanc.OnMicrosoft.Com" is fully functional for Office installs

Hybrid Exchange email environment is established

Information Services has moved its mailboxes to Exchange Online Cloud.
Testing is being performed and issues being resolved to prepare for moving
all email mailboxes to Microsoft Cloud Government Edition.

The plan is being made to move all email mailboxes to
Microsoft Online services after the first of the year.

Network Services

Fiber requirements for EoC move to Youth Services location

Switch Stacks in Hall of Justice and City/County Building are being upgraded.

M E M O R A N D U M

To: I.S.P.C. Chair
From: Jeff McReynolds, GIS Program Manager
Date: December 14, 2017
Subject: GIS Report to I.S.P.C

Ongoing GIS Efforts

- Enterprise System Architecture
- Enterprise GIS Database Consolidation
 - Continue process to consolidate 13 databases into 1 'standardized' model.
- Imagery
 - Working with Chris Connelly on MOU with MAPA for Lincoln\Lancaster.
 - 6-yr contract, imagery and bldg. footprint capture every other year.
- USGS LiDAR project
 - Contracted delivery date before Dec. 31, 2017 may be delayed to Jan. 31, 2017.
- CAD Standards for Plat submission
 - Unanimously passed Planning Commission on 12/6 with no opposition, and Olsson Assoc. speaking in support.
 - Moves to County Board Briefing on 1/4/18
 - Moves to City Council on 1/22/18