

Information Services Policy Committee
Thursday, October 8, 2015, 1:00 PM
Room 214, City County Building

Meeting Minutes

ISPC members in attendance: Steve Hubka, Dennis Meyer and Todd Wiltgen. Information Services staff members in attendance: Jim Anderson, Craig Gifford and Jeff McReynolds.

Raybould called the meeting to order at approximately 1:09.

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

There was no public comment.

Meyer moved approval of the August 13, 2015 minutes; Hubka seconded. Approved on voice vote, with Wiltgen abstaining.

Gifford reported that the Information Services fund balance was approximately \$1,285,000 as of Wednesday morning. Some discussion ensued about the degree to which the fund balance varies from month to month. Because Henderson (who normally produces the graph associated with the fund balance) was not in attendance, there was not a graph presented this month.

Anderson discussed the Systems Development status report. A copy of his report is included later in these minutes. Highlights of the report include the provision of 1095-C forms to employees, the upcoming County JDE upgrade, the county tax roll process, and future projects including the HP TRIM upgrade, the Parks and Recreation Facilities Reservation system and Time Entry system.

Gifford discussed the status of the Novell migration project, mentioning that GIS and 911 Radio Shop are the remaining entities. He also mentioned the training for the new user initiation and the Public Works server virtualization project. Gifford mentioned the increased work on cost allocation. Finally, he mentioned the notion of introducing a standing agenda item for potential cloud projects. There was some ensuing discussion about potential cost allocation issues that would be similar to the "LES mainframe issue" several years ago.

McReynolds talked about his recent work with the Emergency Operations Center regarding interest in GIS. He also spoke about the next NIROC project getting underway. There was some discussion about using GIS data for secondary purposes within law enforcement and building footprint characteristics. McReynolds also mentioned the ongoing work on the State parcel dataset project. Last, he referenced the ongoing consideration of the GIS Infrastructure Proposal.

With no further business to conduct, Wiltgen adjourned the meeting at approximately 1:45.

INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Jim Anderson, Systems Coordinator, Information Services
DATE: October 8, 2015
SUBJECT: Monthly Report

SYSTEMS DEVELOPMENT PROJECTS

1. **City/County Payroll/HR –**

August - As part of the Affordable Care Act, the City and County will be required to provide employees with a form 1095-C this year along with transmitting this data to the IRS. As this functionality is not included with the current HR software, there will be a separate charge from the vendor for this work.

October - Information Services is developing a process to join HR employee data with the Blue Cross/Blue Shield insurance data. An additional rider will need to be added to the Empower contract in order to utilize Empower to provide this service.

2. **County EnterpriseOne 8.12 to 9.1 Upgrade –**

August - The RFP for an upgrade of the County EnterpriseOne financial system closed on July 15th and the three proposals received have been reviewed. Subsequent conference calls were held with each vendor to refine the proposals which will result in revised proposals by each vendor. The revised proposals are due by noon on August 14th.

October – The revised proposals have been reviewed, along with hosting proposals that were provided by each vendor. An additional meeting will be held to select the vendor to provide upgrade services. Purchase has stated that a decision will be made by the end of October.

3. **County Treasurer Tax Roll –**

October – modifications to management of Centrally Assessed properties are nearly complete. Testing of the tax roll process will begin later this month.

4. **Future Projects –**

HP TRIM Records Management System upgrade: An initial proposal has been received to upgrade from HP TRIM 7.1 to HP Records Manager 8.0. At the direction of the County, work to proceed with the upgrade will begin.

Parks & Rec Facilities Reservation: An enhancement to the Parks & Rec PROCTOR application will be made to allow citizens to reserve Parks & Rec facilities online.

Parks & Rec Time Entry: A Time Entry systems similar to the one utilized by Information Services will be developed for use by Parks and Rec.