

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES  
JUNE 5, 2018

INFORMATION TECHNOLOGY COMMITTEE MEMBERS PRESENT: O'Brien, Hogan, Fedler, Moore, Ferguson, Middleton, Clary

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Shaw, Hicks, Idleman, Rozell

Debra Prehoda, Clerk of the Board

Al Nolette, County Treasurer

Chris DeBolt, County Administrator

Mike Trackey, Assistant Director IT

Melissa Fitch, Personnel Director

Media & Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – April 10 & 12, 2018
3. DSS Computer Purchase
4. Document Grant Update – County Clerk
5. Cyber Security Update
6. New World/Kronos Reboot Treasurer & County Administration
7. IT Department
  - A. Scheduled Buy Computers
  - B. IT Update
8. CIO Resume Review/Set Date(s) for Interviews
9. Other Business
10. Adjournment

Chairman O'Brien called the meeting to order at 9:55 A.M.

A motion to accept the minutes of May 8, 2018 meeting was moved by Mr. Hogan, seconded by Mr. Moore and adopted.

DSS COMPUTER PURCHASE – Tammy DeLorme, Commissioner, received notification from the NYS Office of Temporary and Disability Assistance that they have been awarded a supplemental nutrition bonus award and the plan she has to submit will include a request for ten desktop computer units. She was originally going to include these in her 2019 budget request. Mike Trackey, Assistant IT Director, stated IT had forecasted twelve (12) units for 2019. The Commissioner will work with IT and include specification they recommend. A motion to approve DSS submitting for ten desktop computer units in grant award plan was moved by Mrs. Fedler, seconded by Mrs. Clary and adopted.

DOCUMENT GRANT UPDATE – Stephanie Lemery, County Clerk, received a Local Government Records Management Improvement Fund Grant in the amount \$121,901. She has already talked to Information Technology and they are aware of all the computer needs to accomplish this grant project. They are starting with the Town of Kingsbury, District Attorney's Office and Probation. Mr. Trackey stated there is some hardware needed and plan to store data on our existing hardware to begin with and in the future, will consider how best to store this information. She plans to address other towns regarding this shared services project. Chairman O'Brien would like to develop a project schedule. Funding is included in the grant for a temporary person and she plans to address at the July Personnel meeting and a budget amendment is also needed.

NEW WORLD/KRONOS REBOOT TREASUER & COUNTY ADMINISTRATION – The County Administrator stated New World was recently on site to help set up and train on position budgeting but for a number of reasons position budgeting will not work for us. It will not give us

what we want or need. The County installed Kronos time and attendance tracking in about 2004. We tried to make it into a payroll system and in doing that flubbed it all up. Then in around 2006-2007 purchased New World HR and payroll system. Kronos had to talk to New World in order to pay people. The data within New World's HR system is not great and position budgeting will not work. The inaccurate data in New World's HR system makes it impossible for Personnel to double check critical employee dates other than in her home-grown roster system. The County Administrator concluded maybe we should just start over with New World for HR. He stated we would just start over with a complete new install of HR and payroll in New World. We have been making the software fit our process and that messes things up. Kronos was installed prior to payroll and was made to do things to work with the payroll system. They are leaning toward having New World come and walk through the process with them. Mr. O'Brien recommends New World come in, meet with them and then plan where to go from there. Stating it is not really doing what we need. New World will come in and do a business review for us. The Treasurer stated we already own the system, the cost that would be incurred is whatever time we have to pay New World to come on site; work on a server, training. The Treasurer stated we may have some programs that we no longer need and could trade out. The business review probably will not cost but would have to cover travel and related costs. The County Administrator stated if it looks like we are going to examine this and go down this road basically rebooting New World, he does think there will be some monetary costs but there are going to be a ton of opportunity costs and it is all staff that is highly taxed already; County Administrator, County Treasurer, Personnel Director and their staff. He still feels it is worth doing. He stated there has been discussion regarding upgrading our time clocks and he does not want to do all this work with New World which has to talk to Kronos and then Kronos makes significant changes in the upgrade. That sort of complicates things and we need to look at these projects in parallel. The Treasurer stated there is no sense of urgency. The Treasurer is happy to bring this as a 2019 budget request to go live in 2020. He has spent significant time on position budgeting that we are going to abandon because it will not work and before he spends significant time on this plan, philosophically is the committee on board with exploring the business plan and items discussed today. Does the committee want to head them down this path? Chairman O'Brien recommends going forward with this. The time clocks are not supported, end of life September 2017. We have replacement clocks \$70,000+ that we have not implemented because we need to upgrade the Kronos system to use the new time clocks. The Treasurer stated these two things are not related unless you are going to abandon Kronos. Chairman O'Brien and the County Administrator are concerned that they are somewhat related. The Treasurer stated if the County goes with another vendor rather than Kronos then that should be first. New World does not have a time and attendance system. New World does own a system, ExecuTime. The Treasurer stated make a decision on how to move forward with time and attendance – upgrade Kronos or go with ExecuTime. That will allow a unique opportunity to look at accrual profiles and pay rules. The Personnel Director stated these pay rules and accrual profiles are very confusing to departments/staff. This is a very confusing process. The Assistant IT Director stated regarding the Kronos/New World reboot that Tyler Technologies has just released the latest version 8.1. The Treasurer stated install the sooner the better. The Assistant IT Director stated there may be operating cost associated with the reboot; i.e. server and if we build new. The Treasurer recommends the time and attendance software decision first and then go to the business review with New World. The Treasurer suggested to the Assistant IT Director, that logistically as soon as possible we should go to New World upgrade 8.1 because there are

significant enhancements in that release. The Assistant IT Director concurred on not holding up the upgrade. Committee concurrence to move forward. The Assistant IT Director stated they are ready on their end to schedule a view of what Kronos looks like and just needs to know what members plan to attend.

Fixed Assets – The County Administrator’s Office tracks fixed assets and it is an insanely difficult process in New World. He has made the decision to not use this system. He could go back to the homegrown system that they previously used. He noted that the Superintendent of Buildings and Grounds is looking at an asset management program in relation to his capital plan. This program would also have a module that does the accounting and depreciation. The Superintendent plans to bring this request forward and the County Administrator will try to piggyback off that system.

CYBER SECURITY UPDATE – The County Attorney stated the new Cyber Security Officer has started in his department. They have been pushing on Grey Castle to get the assessment finalized. The Cyber Security Officer is at a State conference this week and has attended several other conferences including the Board of Elections cyber security conference. She is making connections in that specific area. As soon as they get the Grey Castle study back, they are going to let us know what they can do and we can start drafting policy and procedure. He feels we are making progress and it has been a very smooth transition. They are also collaborating with IT. He stated we have some things to do in the Board of Elections. The Cyber Security Officer also created and sent out a Cyber Security newsletter.

IT DEPARTMENT: Mike Trackey, Assistant Director, addressed the following items with the committee:

- Scheduled Buy Computers – Identified 56 computers to replace with budgeted funds and hope to have them fully deployed by the end of October. Possible purchase two or three more in November with the current budget.
- IT Update:
  - Looking at circuit between Sheriff’s substation in Salem and the Municipal Center that ties the network together. The Sheriff started deploying body cameras to all the officers and the size of the circuit is a little low. He will bring back costs that we might have to incur to make that transfer better.
  - Working with the Public Defender’s Office –They have an internal records management system and are going to a new version. IT is working with them and this is a cost the Public Defender is going to be covering. The County Administrator needs to have a conversation with the Public Defender about this.
  - IT Office/Staff – Things are going well in IT. He has been quite busy. The staff has been great and have met several times since the change. The County Administrator stated that Mike needs a lot of credit for stepping up. They are essentially three people short. His professionalism and approach to this has been superb.

CIO RESUME REVIEW/SET DATE(S) INTERVIEWS: A motion to enter an executive session to discuss matters leading to the appointment of a particular person was moved by Mrs. Fedler, seconded by Mr. Hogan and adopted. A motion to return to regular session was moved, seconded and adopted. No action taken in the executive session. No action taken.

OTHER BUSINESS: None.

The meeting adjourned at 11:30 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*