

**Minutes of the Executive Committee
Monday, May 5, 2008**

Chair Dwyer called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Committee Members Present: County Board Supervisors Jim Dwyer, Pat Haukohl, Bonnie Morris, Duane Paulson, Dave Swan, Fritz Ruf (arrived at 9 a.m.). **Absent:** Tom Schellinger.

Also Present: Information Technology Manager Mike Biagioli, Legislative Policy Advisor Dave Krahn, Legislative Policy Advisor Mark Mader, Office Services Coordinator Windy Jicha, Chief of Staff Lee Esler.

Committee Welcome and Opening Remarks by County Board Chair

Dwyer thanked the members for taking on the responsibility of being a member of the Executive Committee and a committee chair. He said some supervisors are not happy with the committee appointments for a variety of reasons. There may need to be changes in the future if the appointments do not workout.

Nomination and Election of Committee Secretary

MOTION: Paulson moved, Haukohl second, to approve Bonnie J. Morris as committee secretary. Motion carried 5-0.

Discuss and Review the April 4, 2008 Minutes of the Information Management Panel Meeting for Information and Continuity with Current Committee Members

Dwyer said the Executive Committee took on the responsibilities of the Information Management Panel when it was dissolved. From now on, the Executive Committee will review information technology every other month. Dwyer would also like to invite the Panel citizen member, Jim Herzfeld, to those meetings to provide his expertise and resources. Dwyer asked Biagioli to the meeting today to review the last set of Panel minutes and educate Executive Committee members on county technology issues.

Waukesha County Public Safety System Issues

Biagioli said IP Mobile Net allows officers to link to the state for license and registration queries from their vehicles. The Spillman mobile product allows officers to view the law records and the CAD application from their cars. When the systems are installed together, it may take officers 15 seconds to 15 minutes to log into the system if they can logon at all. Together the systems are frustratingly inconsistent with lots of drops. We have been trying to resolve these problems since the systems were installed three years ago. The Village of Pewaukee told their officers to use only the IP Mobile Net and not Spillman. IP Mobile Net and Spillman did extensive testing of the mobile product while in Waukesha County recently and both parties agreed there are no issues with the Spillman application in this instance. The issue is with IP Mobile Net's firm/hardware. Both are working together in a lab environment to get this to work. Spillman works fine while running solo but fails when combined with IP Mobile Net.

Dwyer asked would this continue to be a problem if we get rid of the Spillman system? Biagioli said if we move off Spillman, we will go off of IP MobileNet but continue using the Spillman law records and jail systems. The Spillman jail system is rock solid and works fine. If we keep the Spillman jail system, we need to maintain the Spillman law records. If we purchase a new CAD system, we need to develop a link to the remaining Spillman modules.

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Paulson said he just wants this fixed. What resources do you need to fix it? Biagioli said this is a vendor issue that needs to be fixed by the vendors. We could throw all kinds of money at the problem but it wouldn't be fixed. Paulson said this is very frustrating. Paulson asked why doesn't the Spillman CAD system work? He can query addresses in the Register of Deeds system without any problems. Biagioli said Spillman's CAD system has its own geo base that can't handle the grid addressing in Waukesha County.

Ruf arrived at 9 am.

Biagioli said when dispatchers query the Spillman CAD system they receive a list of possible addresses to choose from. They can easily select the wrong address and dispatch an officer to the wrong location. We would like to develop a system that always picks the correct site. Spillman had said they could rewrite the CAD system with a different database delivering design specifications by April 2007 but they haven't delivered. We are frustrated and realize we need to do something because Spillman isn't addressing the problems. We still need the product to work because it will be used for the next 1.5 to 2 years while we search for a new product and develop interfaces.

Dwyer asked will the situation be better if we choose a new system? Biagioli said we learned a lot from this experience. A multidisciplinary committee wrote the RFP. Vendors will have to demonstrate their product with Waukesha County data to make sure their system can support the grid address system. Dwyer asked why didn't we do that with Spillman in the beginning? Biagioli said we didn't do that and learned that we should have. Dwyer said he would like to know how much time and money has been put into Spillman. Biagioli said he would get the information for Dwyer.

Morris said Richard Tuma and Don Dittmar are involved in the RFP process.

Tax Records Replacement Project

Biagioli said most of the testing of EasyAccess for the 2007 tax billing process is complete. Six weeks ago a business analyst was brought in to complete the specifications for the collections piece. We are on track to have EasyAccess installed and ready in October to do tax billing and collections this year. We'll run parallel with the old system until we're satisfied the new system is working. The old system is no longer supported and it is difficult to find expertise to keep it running. We are working to find a replacement for Lazer Tech to print tax bills and assessment notices.

Countywide Cashiering Project

Biagioli said this is a big impact project starting before June. The contract with Active Networks is being firmed up and then Corporation Counsel will approve it. We need to make sure the application works for all targeted departments especially the Register of Deeds. Staff supports the current technology used by the Register of Deeds but it's old. Biagioli anticipates it will take four to five months to get the project in place.

Migration from Novell to Microsoft

Biagioli said the email processes are migrated. IT staff are visiting all desktops in the county to convert them. They started with the smallest departments to the largest departments and can convert ten to 15 units per day. HHS will be the last department migrated. Staff are also converting files shared across the county on the "O" drive. The last piece of the project deals with porting approximately 15 older applications that were set up to run with Novell to Microsoft. Some systems are 18 to 20 years old such as our voting system. In IT anything more than nine-years-old is considered old. We encourage departments to retire these systems to avoid serious challenges.

Aging and Disability Resource Center (ADRC)

Biagioli said IT's involvement in the ADRC is relatively minor. IT was included in the design of the center and is ready when they need us to do our part of the project.

E-Document Retention and Archives

Biagioli said this project primarily refers to emails and logs for now. It was determined by Corporation Counsel that emails are records. It is up to the owner of the email to determine whether or not to keep an email. If employees don't trash emails, they remain in the system forever and are backed up nightly. We need a vehicle to help people determine which emails to keep and then somewhere to store them long term. To help us better manage emails, we need a policy stating that emails kept longer than a certain amount of time will be deleted. We have so much data because we hang on to everything.

Financial System Analysis RFP

Biagioli said PlantM oran was the successful bidder to analyze the county's financial system. Currently we use Oracle Government User, which meets our needs but is expensive. We want to investigate other financial systems in anticipation of upcoming changes in the product market. It would be helpful to know what direction we should go and to anticipate major costs for the new product, migration, training, etc. Waukesha County wants to be prepared if a change is needed. At no cost to the county, Plant Moran will investigate cooperative benefits of the City and County of Waukesha buying a product together.

Dwyer asked will Plant Moran be able to tell us how much we'll save with each option? Biagioli said we need to determine if we should stay with Oracle or switch to something else. We don't want to give up what we've got.

Future Agenda Item

- Presentation by Tom Farley on Public Records and Email Retention

Legislative Update

Krahn said budget repair bill meetings are ongoing behind closed doors. No agreement has been reached yet but the leads from spokespeople have said the tax on hospitals is gone. A possible one-time fix may be borrowing future payments from the tobacco securitization funds. Ruf said he was part of the group that helped negotiate the tobacco bonds. The responsibility for shortfall will fall on the state not the bondholders. The projections were too optimistic. If they renegotiate it, there will be substantial risk for the taxpayer.

Krahn said they may delay \$1.25 million in school aid payments beyond July 1 and there are undisclosed cuts in state spending. There is still talk behind the scenes on campaign finance reform. Wisconsin Way is alive and well. They will continue to have town hall sessions with Jim Wood Communications.

Krahn said AARP, in conjunction with many other organizations, is involved a growing movement called "Divided We Fail" to get Congress to stop partisanship to work on access to health care. All American's should have access to affordable health care and prescriptions. We need to make health care a priority. He will be able to provide more information on the movement at a later date. The county may want to provide a supportive resolution.

Krahn distributed a handout titled *2008 Legislative Council Study Committees of County Interest* and asked committee members to call him if they have any questions.

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Committee Reports by Committee Chairs for the Following Meetings:

May 1, 2008 – Public Works – Swan said the committee considered bids for improvements to the Administration Center and new Muskego Park maintenance building. They also considered parking lot signage changes and a memo from SEWRPC regarding allocation of Surface Transportation Program funds. Walter Kolb is Vice Chair of the committee and Peter Wolff is Secretary.

May 1, 2008 – HHS – Paulson said the committee received an introduction to HHS by Peter Schuler and an overview of the ADRC. The ADRC is the biggest change in the last few years. The committee also discussed the HHS board public hearing held on April 30, 2008. Esler reviewed committee responsibilities. Jim Jeskewitz is the Vice Chair of the committee and Kathleen Cummings is Secretary.

May 2, 2008 – Judiciary – Morris said the committee members were introduced to the judicial branch of county government, Sheriff's Department and Department of Emergency Management and heard a legislative update. The Vice Chair of the Committee is Jean Tortomasi and the Secretary is Kathleen Cummings.

Future Agenda Item

- Update on ADRC

Discuss Committee Duties and Responsibilities as Contained in the Code of Ordinances

Esler gave a brief history of how the Executive Committee was formed. Originally the Executive Committee was set up as a means to share and cross-pollinate information amongst board members. The county code outlines the committee's responsibilities including CDBG, WCFLS, UW Extension, intergovernmental agreements, etc. The Executive Committee will review programs previously under the purview of the Information Management Panel. Strategically speaking, when you consolidate responsibilities, there is only so much time to cover all of the materials. Committees need to take special care to not work on issues that are allocated to other committees. The rules listed in the county code protect the majority from the tyranny of the minority. Approval of attendance at other meetings for committee members in advance is preferred.

Discuss Ordinance Referral and Committee Process with New Board Year

Dwyer said with the change to one county board meeting per month, a new ordinance-processing schedule was needed. The referral date has been moved to a Wednesday to allow two extra days for late ordinances. Departments need to submit ordinances on time for the next county board meeting or they will have to wait another month. We will only process ordinances once a month.

Esler said the new ordinance deadline is two weeks and six days (20 days) before the county board meetings, which allows the chairman a bit of latitude if ordinances are late by a day or two. Yellow-copied ordinances and agendas will be mailed on Fridays. Ordinances will be considered at the committee meetings prior to the county board meeting.

Haukohl said she is concerned with supervisors skipping the first meeting of the month because there are no ordinances to be considered.

Discuss and Review the March 31, 2008 Minutes of the Executive Committee for Information and Continuity with Current Committee Members

There were no questions or comments on this issue.

Correspondence

Executive Committee

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Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Jicha.

Meeting Approvals

MOTION: Paulson moved, Swan second, to approve attendance of the Executive Committee to the UW-Extension Growing Partnerships on June 6, 2008 at the Boerner Botanical Gardens. Motion carried 6-0.

MOTION: Paulson moved, Ruf second, to approve attendance of the Executive Committee at UW-Extension's VISTA volunteer presentations on May 14, 2008. Motion carried 6-0.

MOTION: Morris moved, Paulson second, to adjourn the meeting at 11:40 a.m. Motion carried 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary