

Minutes of the Executive Committee

Monday, August 17, 2020

Chair Decker called the meeting to order at 8:30 a.m.

Present: Supervisors Paul Decker, Jim Heinrich, Dave Swan, Peter Wolff, Tim Dondlinger, Jennifer Grant, and Dave Zimmermann.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Internal Audit Manager Lori Schubert, and Business Services Administrator Donn Hoffmann.

Approve Minutes of July 20, 2020

MOTION: Swan moved, second by Dondlinger to approve the minutes of July 20. Motion carried 7-0.

Future Meeting Dates

- September 14, 2020 & September 28, 2020 (Capital Projects)
- October 5, 2020 (Budget)
- October 19, 2020

Standing Committee Reports by Committee Chairs

Committee chairs gave reports on their respective committee meetings.

Proposed Scope for IT Project Implementation Audit

Schubert discussed this item as outlined in her memo. As with any organization, Waukesha County periodically installs new information technology software systems to facilitate ongoing operations. System replacement involves a substantial investment in terms of funding and staff time in both IT and user departments. Software implementation is a complex process starting with development of system requirements, through selecting and purchasing the software, and finally implementation of the system itself. The County has recently implemented systems related to payroll, cashiering in golf courses and parks remote locations, and centralized cashiering (for departments that do not have cashiering integrated into other systems). Budgets for these systems are as follows: payroll (Highline) \$1,427,000; centralized cashiering (System Innovators) \$865,000; and golf course/parks cashiering (Club Profit) \$33,000.

Schubert said she is requesting an audit that evaluates the County's processes for identification and implementation of new software systems. This will include the development of system requirements, the RFP process, the software selection process, the contracting process and the implementation process for new systems. These three systems have been selected for detailed analysis. Phase II of Highline is in process and the centralized cashiering is slated for completion in Fall 2020. Specific objectives include: evaluation of the level of compliance with current County policies and procedures from the point of project initiation through system implementation; comparison of County policies and procedures with industry best practices; evaluation of our process of developing system requirements and development of the RFP as compared to industry best practices; and evaluation of the implementation of the above systems

with the goal of identifying improvements for future system implementations. This audit will be contracted to a consultant.

Grant expressed concern about the cost of the audit.

MOTION: Wolff moved, second by Dondlinger to approve the scope for the IT Project Implementation Audit. Motion carried 7-0.

Update on IT Projects

Hoffmann gave an update on the following IT projects: Data Access Government, On-Base (invoice and vendor document tracking software), Health & Human Services modules (Core Manager and replacement of Insight), COVID-19 data management project, Highline (version 5.05), cashiering program, Waukesha Jail video visitation, and the security tower.

State Legislative Update

Ignatowski updated the committee on the recent executive order and election results.

MOTION: Zimmermann moved, second by Wolff to adjourn at 9:44 a.m. Motion carried 7-0.

Respectfully submitted,

Peter M. Wolff

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Secretary