FOXCOMM EXECUTIVE COMMITTEE

February 22, 2016 – 1:30 p.m.
Location: Outagamie County Courthouse
Meeting Room #1

MINUTES

Executive Committee Members	
Howard Mezera, Chair*	P
Patty Francour, Vice-Chair*	P
Calumet County	
Mark Ott	P
Outagamie County	
Brad Gehring	P
Winnebago County	
John Matz	P

FoxComm Staff	
Tony Lodel	P
Recording Secretary	
Melissa Buman	P
Guests	
Mark Habeck (WC)	P
Joanne Hollmann (OC)	P

1. Call to Order: The meeting was called to order at 1:32 p.m.

2. Roll Call – Determine if a quorum of members is present: Quorum was met.

3. Consent Agenda: Francour/Matz made a motion to approve the Consent Agenda. Motion carried. The Consent Agenda included the following items:

   a. Approval of the Agenda
   b. Approval of the 1/26/16 Minutes

4. Action Items:

   a. Discuss the Use of a Third-Party Software Vendor: Lodel stated that Bodnar was not able to make the meeting, so this item would be tabled until the next meeting.

5. Discussion Items:

   a. Records Management System (RMS): Lodel stated that a meeting had been held on February 7. The group discussed that the timeline was too aggressive due to the size of the project. There had also been discussion regarding the use of a consultant/project manager; some of the committee members did not have the time or expertise for the project. The committee reconvened on February 17. Sheriff Gehring had shared his expectations with the committee. The members were asked to obtain sample RFP's to begin the RFP process. This process will be handled by Nicole Schoultz in Outagamie County's Purchasing department. Lodel added that everyone seemed to agree that this project timeline for implementation would be 2018-2019. Lodel had offered to bring the item back to the Board to see whether Winnebago County would be interested in making this a three county purchase. Matz stated that their current system would be at end of life in 2018, and they would need to start looking for a new system. He added that they would be looking for a software suite that included offender tracking. Lodel asked whether he should remain on the committee to see whether it would become a

FoxComm project and to continue to share information. Gehring felt that this item would be up to Winnebago County. Matz stated that Winnebago County could be part of the RMS system RFP development, with the caveat that this did not mean Winnebago County would necessarily be on board. Matz was also asked whether he would like representation from 4-5 different agencies from Winnebago County on the committee. Lodel explained that so far, the group had sent out a survey and they planned on taking the top 8-10 priority items and make sure that they were part of the RFP. Lodel stated that RMS would be built off of the CAD system. It would not have to be a Motorola product, but there would have to be an interface for it to work with CAD. Gehring added that a new RMS product was in his three-year plan. Lodel added that it would be better for the sharing of records if all three counties were under the same umbrella vs. having multiple products. Matz stated that he would reach out to the Winnebago County agencies to see if there was interest for representation on the RMS committee. Lodel will also follow up with Habeck regarding how to proceed for Winnebago County. Lodel stated that the committee would be reviewing sample RFPs at the next meeting.

6. <u>Application Technical Coordinator's Report:</u> Lodel stated the high priority open tickets had been discussed at the latest conference call. Final payment was still being withheld for the data conversion and the LRMS formatting for Winnebago County. The next software upgrade would occur in the April/May timeframe and it would be followed by a DR fail over. Winnebago County would have a planned fiber outage later in the day. The system will be down for about seven hours. Motorola will stop replication during this time. Lodel stated that he would contact the counties before the outage and after the outage to make sure systems were working correctly. Lodel was also working on 2017 budget items and the VM server environment for third party software.

7. <u>Next Meeting</u>: March 29 at 1:30 p.m. in Meeting Room #1. The March FAB meeting will be canceled.

8. <u>Adjourn</u>: Francour/Matz made a motion to adjourn the meeting. <u>Motion carried</u>. The meeting adjourned at 1:56 p.m.

Respectfully submitted,

Melissa Buman
Records Management/Administrative Services Supervisor
Outagamie County MIS Department