

APPROVED Information Systems Committee Meeting Minutes

Date/Time: August 22, 2012 at 6:30 PM

Location: County Administration Building
112 Otter Street, Oshkosh
1st Floor Meeting Room

Present: Committee Members:
Larry Smith, Chair
Ron Hardy, Secretary
Marissa Reynolds, Member
Harold Singstock, Member
Bill Pollnow, Citizen Member
Patty Francour, IT Dept. Head
Laura Todd, staff
Morgan Hinkley, staff
Karon Kraft, staff

Absent: Guy Hegg, Vice Chair

Agenda Item #1: **Call to Order**

- The meeting was called to order at 6:30 PM by Chairman Smith

Agenda Item #2: **Approve Agenda**

- Moved Reynolds and 2nd Pollnow to approve the agenda. Carried by 5-0 voice vote.

Agenda Item #3: **Public Comments**

- None

Agenda Item #4: **Approve minutes of August 8, 2012 meeting**

- Moved Reynolds and 2nd Pollnow to approve the amended August 8 meeting minutes. Carried by 5-0 voice vote

Agenda Item #5: **Discussion and possible action on Advanced Scheduling Module for KRONOS**

- IS Committee approved the request for funding for \$72,000 for a KRONOS upgrade for Parkview and the Sheriff's office at the last meeting. Since then we are now considering an additional scheduling module that would benefit Parkview's complicated scheduling needs. The additional cost is \$15,000 for the module, plus up to \$45,000 for training and implementation. This

module will be implemented at Parkview, and if successful, be expanded to other departments.

- A business case for the module was distributed to committee members. Parkview has 240 employees. They are currently using a complex spreadsheet for scheduling, another spreadsheet for call-ins, and then Kronos for comparing the two spreadsheets and recording actual time worked. The current system is very inefficient. The new system would track staff position status (RN, LPN, etc.), assist with filling open shifts, track leave balances, and work with the HR FMLA system. Much of this work is currently being done manually.
- Pollnow questioned the cost savings of the system, suggesting that quantifying the savings would be beneficial toward making the case for this. It was suggested that getting the information about the system being voted on in advance of the meeting would be more helpful in evaluating proposals. The committee discussed the pros and cons of the current system and the proposed additional module with staff present.
- Moved Pollnow and 2nd Singstock to Table the proposal. Failed 2-3 (Hardy, Smith, Reynolds opposed).
- Moved Reynolds and 2nd Hardy to approve the request for funds up to \$60,000 for Kronos advanced scheduling module. Carried 3-2 (Pollnow, Singstock opposed).

Agenda Item #6:

Subjects and time of next meeting

- Next scheduled meeting will be September 12, 2012, at 6:30 PM.
- Report on meeting with Bodner on Personnel and Finance Committee procedures in respect to Information Systems Committee procedures; Report on Munis HR system since implementation last year;

Agenda Item #7:

Adjourn

- Singstock moved to adjourn, Reynolds 2nd carried 5-0 voice vote. Meeting adjourned at 7:28 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

Larry Smith, Chairman