

# Mainframe Retirement Subcommittee

## Meeting Minutes

January 28, 2010

2:30 PM

*Present:* Bill Fluty, Auditor  
Scott Davis, Computer Services  
Candy Nance, Treasurer's Office  
John Staples, Computer Services  
Kelly Giles, Building Commission  
Karen Joest, Auditor's Office  
Dave Zaldivar, Computer Services  
Tim VanCleave, Courts

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### I. Announcements and Updates

- On December 8, 2009, Dave Zaldivar of Computer Services met with Voters Registration and found out that the Street Guide report was generated from a COBOL program.
- The subcommittee met with the following stakeholders to discuss mainframe applications in use and to explore options available to access that data:
  - 12/16/09 - met with Tim VanCleave on the applications being used by County Clerk, Circuit Court and Superior Court.
  - 12/17/09 - met with Vicki Pinnell of City Administrative Services on getting her access to PDS payroll history from 1992 to 2001; documented data fields in PDS that need to be stored/ converted.
  - 12/17/09 - met with County Payroll in the Auditor's Office to document data fields needed in PDS for payroll historical data from 1992 to 2001.
  - 12/22/09 - met with Jenny Collins, Elizabeth Barnes of the City Controller's Office and Ben Miller of the Building Commission.
  - 01/05/10 - met with Lynn Buhr and Shelly Wilson of the City Clerk's Office to discuss conversion of their WordPerfect Documents that reside on the VAX.
  - 1/25/10 - met with Voter Registration on their COBOL Street Guide Program
  - 1/27/10 - met with the Treasurer's and Assessor's Offices on the COBOL Inheritance Program.
- On 1/7/10 Clifford Thomas of Computer Services ran a log of VAX WordPerfect Users from January 2009 to September 9, 2009; see attached spreadsheet.
- On 1/15/10 a report was given at the ITAC meeting and the following appointments to the subcommittee were approved:
  - Bill Fluty, County Auditor
  - Karen Joest, Auditor's Office
  - Rick Davis, County Treasurer
  - Candy Nance, Treasurer's Office
  - Scott Davis, Computer Services
  - John Staples, Computer Services
  - Dave Zaldivar, Computer Services
  - Tim VanCleave, Courts
  - Elizabeth Barnes, City Controller's Office
  - Ben Miller, Building Commission
  - Matt Arvay, Chief Information Officer

## II. Discussion of Tasks

Task				Completion Date
<b>Review COBOL Programs Actively Being Used on the VAX</b>  Here is a list of applications that are being used by City/County departments compiled from responses of department heads/ elected officials and meeting updates for those offices:				In progress: Project within 2.5 – 3 year range.  - Hope to have converted and off mainframe by 2012
Department	Applications in Use	Last Update:	Update from 1/28/10	
Building Commission	Uses legacy program for Permits & Licenses and Tradesman Cards; this information is available in printed form per Ben Miller.	12/22/09 – Met with Ben Miller; agreed to serve on the subcommittee	<ul style="list-style-type: none"> <li>Kelly is to take back to Ben what was discussed at today's meeting and find out what needs to be done in their office.</li> <li>Scott said that Ben had mentioned that he thought that the new ERP software will perform their office tasks; will still need to bring over or have access to the historical data.</li> </ul>	
Burdette Park	FASBE			
Circuit Court	FASBE, Marriage License, Tax Warrants; possibly WordPerfect for Jury applications	12/16/09 – Met with Tim VanCleave; topics covered: <b>Tax Warrants:</b> <ul style="list-style-type: none"> <li>Tim said that the Tax Warrants could be uploaded to the state's software.</li> <li>Tim said that he needs to get the data format from David and then he will forward it to the State.</li> <li>Dave said that he needs the screen layouts; Tim will send by the end of this week; possibly</li> </ul>	<b>Tax Warrants:</b> <ul style="list-style-type: none"> <li>Goal was to have the Tax Warrant data to the State by January 2010; Dave sent layout to Tim on 12/18/09. Update?</li> <li>Tim said that he has looked at the file that Dave sent but has not gotten back to his contact with the State program to forward that file to the State.</li> </ul>	

Task				Completion Date
		<p>beginning of next week.</p> <ul style="list-style-type: none"> <li>Dave estimates that this will take 2 days.</li> </ul> <p><b>Marriage License/ Divorce Data:</b></p> <ul style="list-style-type: none"> <li>This is to be developed locally.</li> <li>Dave will take the data from the screen shots and set up in an Access (or internet explorer) on the front end and use SQL on the back end.</li> </ul>		
City Administrative Services	PDS payroll history from 1992 to 2001	<p>12/17/09 - Karen met with Vicki Pinnell; Dave Zaldivar to set up password to give Vicki access to PDS historical data from 1992 to 2001.</p> <p>1/7/10 – Vicki Pinnell now has access to City PDS database.</p>	<p>Historical data has been identified from the City and County payroll departments; proceed in sending to Jim Torrence of Sequent to get an estimate on converting to current payroll application (UltiPro)?</p> <ul style="list-style-type: none"> <li>Karen said that when she talked to Jim Torrence of Sequent, he estimated that this option would be 5 times more expensive than storing the data since we would have to add any inactive employees to the UltiPro system; also said that the City and County would need separate estimates.</li> <li>Scott said that the City is not</li> </ul>	

Task				Completion Date
			<p>interested in converting the data; will check with moving data with the new vendor.</p> <ul style="list-style-type: none"> <li>• Bill said that this will probably fall back to David to do in-house; would need to meet retention record requirement.</li> </ul>	
City Clerk	Documents in WordPerfect on the VAX would have to be converted	<p>1/5/10 - Karen met with Shelly Wilson and Lynn Buhr of the City Clerk's Office on converting their WordPerfect documents to a Windows application; received list of documents from Shelly and have forwarded to Clifford Thomas in IT on converting. 1/7/10 - Clifford Thomas moved the WordPerfect files from the Earth Office directory to the network for Shelly Wilson; personal directories still located on Earth.</p>	<ul style="list-style-type: none"> <li>• Karen said that she still needs to check back with the Office and find out if Alberta's marriage documents in her personal file have been moved over.</li> <li>• Bill wants Karen to do a follow up with Alberta before attempting to turn off the WordPerfect VAX; would have to have Matt give the go ahead to Computer Services.</li> <li>• Possibly recommend this to the ITAC Board.</li> </ul>	
City Controller	FASBE, License Database for Vendor and Water & Sewer Receipts	<p>12/22/09 - Met with Jenny Collins and Elizabeth Barnes; Elizabeth Barnes agreed to serve on the subcommittee.</p>	<ul style="list-style-type: none"> <li>• Need an update from the City on where they are heading with the new financial application since FASBE is the predominant application being used on the VAX.</li> <li>• Tim suggested that we flip the usage list so that it is sorted by</li> </ul>	

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			application in use.	
County Assessor	FASBE, Inheritance	1/27/10- Met with Cheryl Carlisle in Assessors Office on the Inheritance program.		
County Auditor	FASBE, Veterans Exemption Program, Veteran's Excise Certificate, PDS application for payroll history from 1992 to 2001, Property Tax & Billing System for exemption, transfer and payment history, Jury Duty interface with FASBE, Sales Disclosure receipts quietus program, Quietus Program for Accounts Receivable, Excise processing, Property Tax & Billing System Surplus Payments (surpay)	<p>12/17/09 – Karen met with County payroll to determine data fields needed for PDS payroll history from 1992 to 2001.</p> <ul style="list-style-type: none"> <li>Previously discussed if this payroll history should be converted to UltiPro the current payroll application or set up in database.</li> <li>Fields the need to be converted have documented for both the City and the County; Jim Torrence (UltiPro Consultant from Sequent) estimated that converting the data to UltiPro would be more costly.</li> </ul> <p>1/11/10- Went through list of Auditor Users sent by Clifford Thomas on WordPerfect logins on the VAX; Auditors users were accidentally logging into WordPerfect in going to old Property Tax and FASBE</p>	<ul style="list-style-type: none"> <li>Do we send data to Sequent and ask for an estimate on converting PDS historical data to current payroll application, UltiPro?</li> <li>No; as mentioned earlier, Bill said that this will probably fall back to David to do in-house since Sequent estimated the cost to be 5 times higher than storing the historical data.</li> </ul>	

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		applications; can be removed from menu; sent email to Clifford Thomas asking him to remove WordPerfect options from the menu on Earth for Auditor Users; Clifford completed work order 27679.		
County Clerk	Child Support Bank Transfers program, Marriage and Tax Warrant applications	<p>12/16/09 – Met with Tim VanCleave; Tim volunteered to be on the subcommittee and will ask Susie Kirk if Tracy Moore would like to serve on the subcommittee.</p> <p><b>WordPerfect on Vax:</b></p> <ul style="list-style-type: none"> <li>Tim thought that <b>WordPerfect</b> had been turned off on the Court documents; Computer Services will check but they thought that there were several users that complained when it was turned off; will check to see who they were.</li> </ul> <p><b>Child Support Bank Transfers Program:</b></p> <ul style="list-style-type: none"> <li>Dave and John told Tim that they are still loading data into the AS400; need to</li> </ul>	<ul style="list-style-type: none"> <li>Tim said that he had talked to Tracy and she did not express an interest in being on the subcommittee; Tim will double check.</li> </ul> <p>On 1/7/10, Clifford sent a list of users that had logged into WordPerfect on the VAX as of 9/9/09 and the County Clerk User was:</p> <ul style="list-style-type: none"> <li>Nancy Holder</li> </ul> <ul style="list-style-type: none"> <li>Tim also said that he thinks that the Courts Users on the WordPerfect Users list could be accidental; will check the list.</li> <li>It was suggested that the VAX WordPerfect be turned off during the first phase; this is to be recommended to ITAC.</li> </ul> <p><b>Child Support Bank Transfers Program:</b></p> <p>Update?</p> <p>This needs to be explored to see if it is possible; would involve ISETS.</p> <ul style="list-style-type: none"> <li>Need to get the</li> </ul>	

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		<p>set up as FTP outside the Mainframe.</p> <p>Jay, Dave and C.J. to set up to empower the Clerk's Office to do the FTP themselves.</p>	<p>County Clerk and ISETS involved to see if this would be acceptable.</p> <ul style="list-style-type: none"> <li>Need to map out a doable process and get approval.</li> </ul> <p>Update; need to set up meeting with County Clerk?</p> <ul style="list-style-type: none"> <li>Bill asked Tim to meet with the Court Offices and report back to the subcommittee.</li> <li>Said that Karen would be available to take notes if needed.</li> </ul>	
County Commission	FASBE			
County Council	?- Need to ask Tim Van Cleave	<p>In meeting on 12/16/09, Tim said that he will check what had been set up for County Council; if Courtview then it is not on the Mainframe and is of no concern.</p>	<p>Update; ask Tim if he met with Sarah and if this application is on the VAX.</p> <ul style="list-style-type: none"> <li>Tim said that this is not on the VAX; Bill said to highlight this in green as completed and to do this for all that are completed.</li> </ul>	
County Engineer	FASBE			
County Health Department	FASBE			
County Highway	FASBE			
County Prosecutor	FASBE	<p><b>WordPerfect on VAX:</b></p> <ul style="list-style-type: none"> <li>Tim thought that <b>WordPerfect</b> had been turned off on the Court documents; Computer Services will check but they thought that there were</li> </ul>	<ul style="list-style-type: none"> <li>Tim said that these WordPerfect users are in Child Support and have been given a warning; have alternate documents to use.</li> <li>Will advise again before WordPerfect is turned off.</li> </ul>	

Task				Completion Date
		<p>several users that complained when it was turned off; will check to see who they were.</p> <p>On 1/7/10, Clifford sent a list of users that had logged into WordPerfect on the VAX as of 9/9/09 and the Prosecutor Users were:</p> <ul style="list-style-type: none"> <li>• Amy Gammon</li> <li>• Carla Moore</li> <li>• Juliette Norris</li> <li>• Judy Reeb</li> <li>• Linda Kincheloe</li> <li>• Robyn Mastison</li> <li>• Susie Mattingly</li> <li>• Sandra Schmitt</li> <li>• Sheryl (Weiss) Scott</li> </ul>		
County Sheriff	FASBE			
County Surveyor	Property Tax & Billing System history for ditch billing			
County Treasurer	Property Tax & Billing System history and payment system, FASBE, Inheritance	<p>1/27/10- Met with the Treasurer's Office and Assessor's Office on the Inheritance Tax Program.</p> <ul style="list-style-type: none"> <li>• Kim Ford contacted the State's Inheritance Tax Division to find out if any other counties were using an inheritance tax application.</li> <li>• The Inheritance Administrator replied that we were one of four counties</li> </ul>	<ul style="list-style-type: none"> <li>• Could Rick contact the Treasurers in Allen, Tippecanoe and Marion counties to find out what software they are using for Inheritance Tax?</li> <li>• Candy gave an update on Kim Ford contacting the State Inheritance Tax division: <ul style="list-style-type: none"> <li>○ Allen County's program is horrible.</li> <li>○ Tippecanoe's is in Excel and has no history.</li> <li>○ Marion County is using a copy</li> </ul> </li> </ul>	



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		(Allen, Tippecanoe, Marion & Vanderburgh) using an application; she also said that there were no vendors of inheritance software in Indiana.	of Vanderburgh's COBOL program. <ul style="list-style-type: none"> <li>This program goes back to Dave to develop.</li> <li>Karen handed out the minutes from this meeting that was held yesterday; will email to all members.</li> </ul>	
Department of Metropolitan Development	FASBE; Property Tax & Billing System payment and lien history; Building Commission Permit Inquiry, Inquiry of Courts Writs application		<ul style="list-style-type: none"> <li>Meeting with DMD needs to be set up with a smaller group; whole subcommittee not required to attend.</li> </ul>	
EWSU	Property Tax & Billing System payment and lien history		<ul style="list-style-type: none"> <li>Misty in EWSU using MVP Tax; Candy is familiar with the payment history that Misty needs; Candy to attend a meeting with Misty.</li> </ul>	
Public Defender	FASBE			
Purchasing	FASBE			
Superior Court	FASBE	<b>WordPerfect on VAX:</b> <ul style="list-style-type: none"> <li>Tim thought that <b>WordPerfect</b> had been turned off on the Court documents; Computer Services will check but they thought that there were several users</li> </ul>	On 1/7/10, Clifford sent a list of users that had logged into WordPerfect on the VAX as of 9/9/09 and the Superior Court Users were: <ul style="list-style-type: none"> <li>Joe Lutz – Misdemeanor Probation</li> <li>Kelly Ward – Court Administration</li> <li>Tim said that they are on his list to contact before</li> </ul>	

Task				Completion Date
		that complained when it was turned off; will check to see who they were.	turning off the VAX WordPerfect.	
Voters Registration	Voters Registration System Street Guide	<p>On 12/8/09, Dave talked to Voters Registration; report on street guide is generated from a COBOL program.</p> <ul style="list-style-type: none"> <li>• Dave suggested setting up a database and have Voters Registration update data in the database.</li> <li>• Met with Voter Registration on 1/25/10 to discuss the Street Guide Program in COBOL currently being used.</li> <li>• Computer Services has tested possibly moving the data to SQL and have Voters Registration update the data through the front end using either MS Access or web browser.</li> </ul>	<p>Dave was to meet again with Voters Registration January 26, 2010. Update from Dave?</p> <ul style="list-style-type: none"> <li>• Dave said that he still needs screen shots to process.</li> <li>• Did get some changes to the report from Tony Bushrod.</li> </ul>	
<b>Discuss Options Available</b> Once it has been determined the usage of an application, we need to determine if the program can be moved to another application or can the history be moved to a database where the data can be accessed.			Current Options: <ol style="list-style-type: none"> <li>1. Dave's programming time to move over to another application.</li> <li>2. Financial moved to new application;</li> </ol>	

Task		Completion Date
	<p>presents a constraint on asking for additional money for the County with the consolidation issue in November; dependent on the outcome, may just be buying additional licenses of the City's new application.</p> <p>3. Purchase new software or contract programming time out.</p>	
<p><b>Cost Analysis</b> Determine the cost involved with the options available and set up meetings with other departments once this is determined.</p>	<p>Need figures from Computer Services for Council on cost of VAX maintenance giving:</p> <ul style="list-style-type: none"> <li>▪ Liability and risks</li> <li>▪ Availability of replacement parts</li> <li>▪ Disaster Recovery of mainframe; currently it is better for email than the financial system that resides on the VAX.</li> </ul>	<p>John Staples to work with Scott on these figures</p>
<p><b>Set Project Goals</b> Discuss goals, resources and funding to come up with a timeframe for the project and milestones. Once determined by the group, this needs to be presented to the ITAC committee for approval.</p>	<ul style="list-style-type: none"> <li>▪ Recommended that WordPerfect VAX be turned off during First Phase in February; possibly work on Voters Registration or Inheritance next.               <ul style="list-style-type: none"> <li>○ Recommend that WP VAX be turned off 2/21/10.</li> <li>○ 2/17/10 is the drop dead</li> </ul> </li> </ul>	<p>To be presented at the 4/8/10 ITAC meeting.</p> <ul style="list-style-type: none"> <li>▪ Karen to flip list by application so that the subcommittee can determine the priority of the tasks.</li> <li>▪ Subcommittee to look over</li> </ul>

Task	Completion Date
	<p>contact date for Computer Services by user to move over a WP document being actively used.</p> <ul style="list-style-type: none"> <li>▪ Recommend that Dave's programming time be used for County projects during the first 6 months of 2010 since he will be needed by the City by July or August of 2010 for conversion to the ERP; should take 3 months for the data conversions.               <ul style="list-style-type: none"> <li>○ Could also use other resources such as Clifford Thomas or database resources in Computer Services.</li> <li>○ Need list sorted by applications and labeled whether applications are used for historical data or being actively used for production; this will determine the priorities.</li> </ul> </li> <li>▪ Give full scope at April ITAC Meeting; report in March on possible milestones and timetable.</li> </ul> <p>the documentation to determine the scope, tasks, phases and milestones of the Mainframe Retirement Project so that we can go back to an ITAC meeting with scope of the project in April.</p>
<p><b>What time and day is convenient for a monthly meeting?</b>          Would it be convenient to meet in the Auditor's Conference Room on the last Thursdays of each month at 2:30 PM for 2010?</p>	<p>Subcommittee to meet in the Auditor's Conference</p>

Task	Completion Date
	Room on the last Thursday of each month at 2:30 PM for 2010 for updates.

### III. Tasks

- Bill to give report to ITAC at 2/11/10 meeting; the subcommittee to recommend to ITAC that the VAX WordPerfect be turned off; need approval from Matt Arvay.
  - Karen to contact Alberta Matlock about her personal VAX WordPerfect Files.
  - Tim to check the recent users from the Courts that have been using WordPerfect.
- Scott/ John to project costs for Mainframe maintenance.
- Subcommittee to look over the documentation to determine the scope, tasks, phases and milestones of the Mainframe Retirement Project so that we can go back to an ITAC meeting with scope of the project in April.
- Meeting with DMD needs to be set up with a smaller group; whole subcommittee not required to attend.
- Meeting with Misty in EWSU to be set up; Candy is familiar with the payment history that Misty needs; Candy to attend a meeting with Misty.
- Bill asked Tim to meet with the County Clerk's Office on the Child Support Bank Transfer Program and report back to the subcommittee.