Mainframe Retirement Subcommittee
Meeting Minutes

September 30, 2010
2:30 PM
Present:

Bill Fluty, Auditor	Rick Davis, Treasurer
Karen Joest, Auditor's Office	Dave Zaldivar, Computer Services
Tim VanCleave, Courts	Candy Nance, Treasurer's Office
Tracy Moore, County Clerk's Office	

- **Announcements and Updates**

  - On 9/9/10, Bill Fluty gave an update to the ITAC Board.
  - On 9/8/10, the County Council approved funding for the Tyler Technologies MUNIS financial/ payroll application; county attorney and CIO setting up contract; implementation can begin as soon as 1/1/11 when the funding becomes available.
  - Karen said that neither Ben Miller nor Kelly Giles would be able to attend this meeting; Dave said that John Staples was tied up in another meeting; Bill said that Chief Deputy Joe Gries was to attend this meeting but had to leave the office this afternoon; Tracy Moore came as the representative for the County Clerk's Office; no one had heard from Elizabeth Barnes.
  - Bill stated that funding had been acquired to purchase the MUNIS financial and payroll applications for the County in 2011; said that money was funded from the CCD fund and not the County General Fund.
  - Wants the CIO Matt Arvay to contact the County Attorney Ted Ziemer and meet with Tyler Technologies to sign a contract; tie up any loose ends so that it will be ready to sign by the Commissioners in January 2011.
  - Said that the City plans to go live with their financial on 1/11/11; hopes that the County can follow with their financial going live on 1/1/12 and with payroll on 1/1/13.
  - Bill said that sometime in November of 2010 he plans to step aside and that the committee can move forward with another chair.

- **Discussion of Tasks**

Task	Assigned to/ Update:	Completion Date
Set Project Goals/ Cost Analysis 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. ▪ On 6/22/10, Tyler Technologies did a County Assessment to project and estimated cost to purchase software for the County. ▪ On August 17, 2010, CIO Matt Arvay went before County Council on August 17, 2010 asking for money in 2011 budget for County to follow with Tyler	On 9/30/10, Bill said: ▪ At the September 8, 2010 Final Budget Hearing, the County Council approved the funding for the MUNIS financial/payroll application for Vanderburgh County out of CCD Fund; not the County General Fund. ▪ Bill asked Dave Zaldivar to have John Staples get with Matt Arvay to start the process of setting up a contract for Vanderburgh County with Tyler Technologies for the MUNIS application by contacting the county attorney Ted Ziemer; wants it ready to sign by the Commissioners in January 2011. ▪ Implementation of the software for the county can start on 1/1/11 when the money becomes available. ▪ Need to set up a timeline for	**July 1, 2013 projected retirement date for the VAX.**

Task	Assigned to/ Update:	Completion Date
Technologies on financial, payroll applications; negotiated 57% discount if within 2 years of following the City; projected two years to implement for the County; estimated cost: o $575,405 to purchase o $160,234.25 annually to lease	• implementation; possibly 1/1/12 for the financial application to go live and 1/1/13 for payroll. • With this timeline, Kronos interface can go on the back burner.	
Update on COBOL Programs Actively Being Used on the VAX • See usage of each application in table attached (Programming Tasks).	• Dave reported that that he is now able to restore applications on Naples. • Said that the Voters Registration Street Guide has been moved to Naples and is live. • Kronos interface project is to be placed on the back burner for now. • Said that Marriage Licenses/ Divorces have been moved to Naples; explained that it is now off Earth but still needs to be moved off the mainframe programming on the VAX. • Dave picked Marriage License/ Divorces project from the list to be completed by the meeting next month; will meet the week after next with the Clerk's Office.	In progress - Hope to have converted and off mainframe by 2012

Current Project List:
1. **Tax Warrants** (Courts)
2. **Veteran's Exemption/ Excise Letter** programming for the Auditor's Office.
3. **Voters Registration Street Guide**.
4. **Kronos ASCII interface with UltiPro payroll application** for County departments.
5. **Marriage Licenses** (Courts)

- Other updates and concerns:
  - Candy said that she has started on setting up the Inheritance Program in Access.
  - Tracy said that the Clerk's Office will remove the duplicate data in the tax warrants database/file.
  - Karen said that she had talked to Jim Torrence of Sequent and that he would be available to convert the UltiPro data to MUNIS when the county was ready for implementation.
  - Bill said that he has a call into the Controller's Office to discuss moving the county entry portion of FASBE down to personnel in the Auditor's Office once the City is off FASBE.

Programming Tasks

COBOL Programs Actively Being Used on the VAX

Here is a list of applications that are being used by City/County departments updated by Dave and subcommittee at the meetings:

Yellow - Relatively simple to do

Red Print – Unknown, have not met with the department

Green – Moderately difficult

Red – Very difficult, will need further analysis to come up with a valid time-line

Completed

To be implemented on MUNIS

To be implemented on MUNIS 1/11/11 when funding available

Department	Usage- Historical or Active	Applications in Use on Mainframe	Programming Hours	Determination by Committee
Burdette Park	A	ASCII Kronos Interface for Payroll	48 man Hours	Dave explained that this is the program that takes the payroll rate file (that County payroll sends) and produces a file that interfaces the Kronos files with UltiPro.
Centre	A	ASCII Kronos Interface for Payroll	Same	• This would be added to the tasks currently performed by County Payroll during the interface.
County Assessor	A	ASCII Kronos Interface for Payroll	Same	
County Auditor	A	ASCII Kronos Interface for Payroll	Same	
County Clerk	A	ASCII Kronos Interface for Payroll	Same	
County Commissioners	A	ASCII Kronos Interface for Payroll	Same	• Would take 48 hours to program all departments.
County Council	A	ASCII Kronos Interface for Payroll	Same	
County Engineer	A	ASCII Kronos Interface for Payroll	Same	• This was determined by the group to be placed fifth on Dave's programming project list.
County Highway	A	ASCII Kronos Interface for Payroll	Same	
County Prosecutor	A	ASCII Kronos Interface for Payroll	Same	
County Sheriff	A	ASCII Kronos Interface for Payroll	Same	• On 3/25/10, Dave said that this could possibly be put on CHARON VAX emulator along with other "middleware."
County Surveyor	A	ASCII Kronos Interface for Payroll	Same	
County Treasurer	A	ASCII Kronos Interface for Payroll	Same	
			Same	• On 4/29/10, Dave wants to sit with Karen Belwood and document the process.
				• New timekeeping system to be added to 2011 budget request; this was not included in funding for 2011; could possibly be funded in future years.
				• Find out if MUNIS can be used to report time to MUNIS payroll application and if this would be acceptable in replacing the current Kronos timekeeping system.
				On 9/30/10:
				• Karen said that she had talked to Vicki in City Payroll and found out that the Police and Fire Dept were never implemented on their current timekeeping system and that they
Voters Registration	A	ASCII Kronos Interface for Payroll		

Programming Tasks

				manually enter their time from manual vouchers; the Police Department uses Zeus to gather the time to put on the vouchers manually. ▪ Vicki said that they plan on using MUNIS to report time for both departments. ▪ Bill explained that MUNIS had the capability to report time but not on the level as our Kronos system; no clocks would be used. ▪ Bill suggested that this be put on the back burner since the payroll application is off the mainframe and a new interface between Kronos and MUNIS would have to be created; could possibly go to an updated version of Kronos in the future or possibly use MUNIS to report time.
Building Commission Department of Metropolitan Development	H H	Building Permits Building Permits (Inquiry Only)	56 Man Hours	• Dave said that Ben said that this is historical data. • On 3/25/10, Dave said to add Area Plan Commission as a department that would need inquiry access to this database.
County Clerk	A	Child Support Bank Transfer (to ISETS)	32 Man Hours	• Tim met with County Clerk's Office to discuss with Child Support about using AS400; additional steps would have to be performed by their staff. • On 3/25/10, Dave reported that the State plans to no longer use the AS400 in 6 months. • Dottie Thomas of the Clerk's Office to serve on the committee and will report back. • On 4/29/10, Dottie said that she still needs to get with the bank on reconciliation file. On 9/30/10: • Tim had reported that the state wanted to remove the AS400; problem with reconciling with banks; were originally told it

Programming Tasks

				would be 6 months; past that deadline.
City Controller	A	City Payroll (File Transfer) (Replace with New)		Elizabeth said that this is most likely the UltiPro payroll interface with FASBE; this is to be **replaced with the new system**.
City Controller	A	FASBE/Evansville Bond Bank (Replace with New)		MUNIS
County Auditor	A	Excise Processing Program	160 Man Hours	• On 4/29/10, Bill said that Manatron is possibly developing an Excise module. • Bill to talk to other counties to see how they process excise. • On 7/23/10, Excise still being entered in program on Earth. • MUNIS does not have an Excise module.
City Controller	A	FASBE/Expenses (Replace with New)		MUNIS
City Controller	A	FASBE / City (Replace with New)		MUNIS
Department of Metropolitan Development	A	FASBE / City (Replace with New)		MUNIS
Purchasing	A	FASBE / City (Replace with New)		MUNIS
Burdette Park	A	FASBE / County		MUNIS to be implemented 1/1/11.
Circuit Court	A	FASBE / County		MUNIS to be implemented 1/1/11
County Assessor	A	FASBE / County		MUNIS to be implemented 1/1/11
County Auditor	A	FASBE / County		MUNIS to be implemented 1/1/11
County Commissioners	A	FASBE / County		MUNIS to be implemented 1/1/11
County Engineer	A	FASBE / County		MUNIS to be implemented 1/1/11
County Health Department	A	FASBE / County		MUNIS to be implemented 1/1/11
County Highway	A	FASBE / County		MUNIS to be implemented 1/1/11
County Prosecutor	A	FASBE / County		MUNIS to be implemented 1/1/11
County Sheriff	A	FASBE / County		MUNIS to be implemented 1/1/11
County Treasurer	A	FASBE / County		MUNIS to be implemented 1/1/11
Public Defender	A	FASBE / County		MUNIS to be implemented 1/1/11
Purchasing	A	FASBE / County		MUNIS to be implemented 1/1/11
Superior Court	A	FASBE / County		MUNIS to be implemented 1/1/11
City Controller	A	General Ledger (Replace with New)		MUNIS
County Treasurer	A	Inheritance Tax	160 Man Hours	Recommend new system?? On 9/30/10: • Candy reported that she is working on writing the Inheritance Tax program in Access; said that she has been told that the current data can be moved over.
County Assessor	A	Inheritance Tax (View Only)		

Programming Tasks

				• Dave said that he can get with her and give her what he had started on; said that he got hung up on the percentages.
County Auditor	A	Jury Duty Interface with FASBE (middleware)	32 Man Hours	Dave wants to test in the CHARON VAX environment after election checks are distributed in May 2010.
City Controller	A	FASBE/Levee Authority (Replace with New)		MUNIS
Circuit Court	H	Marriage License/Divorce	120 Man Hours	Marriage Licenses are historical; still enter divorces. ▪ Tim said that the state is currently keying in the old marriage licenses from the Health Department; up to 2006; have 4 years left to enter.
County Clerk	A	Marriage License/Divorce	same	▪ On 4/1/10, Dave said that marriage licenses are actively being used; will have to put on CHARON VAX on Naples. On 4/29/10: • Tim said that they are still using the system; no fixed timetable; new licenses going into the state system. • Licenses prior to the state system are being keyed in by hand. ▪ Need to develop an internal system to keep the state from duplicating data. On 9/30/10: • Dave reported that this had been moved to Naples. • At the request of Bill, Dave picked this project to be completed by the October 28, 2010 meeting. • Dave said that he should be finished with the Zeus project by next week and will then meet with the County Clerk's Office during the second week of October. • Tracy said that this would be acceptable for the Clerk's Office.
City Administrative Services	H	PDS / City Database	???	
County Auditor	H	PDS / County Database	???	
City Controller	A	FASBE/Port Authority (Replace with New)		MUNIS
County Surveyor	H	PT&BS Ditch Billing History	???	

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County Auditor	A	PT&BS Exemption History (Done)		Except for Veterans and Disability; will be brought over when programming brought over; notes in legacy PT &BS still need to be brought over.
County Treasurer	H	PT&BS History	480 Man Hours	On 3/25/10, Dave reported that the legacy PT&BS historical data is being tested in the CHARON VAX emulator environment.
Department of Metropolitan Development	H	PT&BS Lien History	???	
EWSU	H	PT&BS Lien History	???	
County Auditor	H	PT&BS Payment History	480 Man Hours	
County Treasurer	H	PT&BS Payment History	same	
Department of Metropolitan Development	H	PT&BS Payment History	same	
EWSU	H	PT&BS Payment History	same	
County Auditor	H	PT&BS Surplus Payments (surpay)	???	
County Auditor	H	PT&BS Transfer History	480 Man Hours	
County Auditor	A	Quietus Program for Accounts Payable	120 Man Hours	MUNIS to be implemented 1/1/11
City Controller	A	FASBE/Revenues		??MUNIS??
County Auditor	A	Sales Disclosure Receipts Quietus Program	48 Man Hours	On 3/25/10, Dave said that applications being actively used (new data being entered) would not be able to be put on the VAX emulator (CHARON). ▪ On 7/23/10, able to enter data in Naples but unable to print reports.
Voters Registration	A	Street Guide	40 Man Hours	This was determined to be made fourth on Dave's programming project list. • On 9/30/10, Dave reported that his had moved to Naples and is live. • Dave further explained that it still on the mainframe but is not on Earth which can no longer be maintained since they are unable to find parts to fix it.
Circuit Court	A?	Tax Warrants		Tim said that the State can bring tax warrants into the current system; Dave to send test export file to Tim to forward to the State. ▪ Dave to send file to Tim as first priority on his programming project list. ▪ On 3/25/10, Tim stated in an email that "the data field matching is good except that we have duplicate data in the database that we will need addressing
County Clerk	A?	Tax Warrants		

Programming Tasks

				before the upload to the State system can occur. I have not heard of any other significant issues with the data. A minor issue is that the State system prefers to have commercial and personal property identified as such and we do not make this distinction in our system."
				On 4/29/10:
				• Dave reported that he has given Tim the full file.
				• Tim said that the fields match up well.
				• Reported that 2/3 of the data is being duplicated; this needs to be taken care of outside the system; manipulate the data and then send to the state.
				• Need to establish a cut-off date to send the file up to the state.
				▪ Bill suggested 1/1/11 which would give them 3 months to work on the data.
				On 9/30/10:
				▪ Tim said that he was waiting to hear back from the Clerks' Office on whether the duplicate entries need to be expunged or do they want to leave as it is.
				▪ Tracy reported that there are a lot of double entries and that the Clerk's Office is to do the clean up; when this is finished they will be ready to go.
Building Commission	H	Tradesman Cards /Licenses		• These are historical and don't need to be addressed. Kelly to check with Ben to see if they are the same as the licenses. • **On March 3, Kelly emailed Scott Davis that the licenses and tradesmen cards are one and the same.**
City Controller	A	Vendor License Receipts (Replace with new)		? Replace with new system?
County Auditor	A	Veterans Excise Certificate/ Letter	40 Man Hours	• Veterans Excise Certificate letter was determined to be made
County Auditor	A	Veterans Exemption Program (Currently)	?	

Programming Tasks

				• third on the list. • Veterans Exemption Program was determined to be made second on the list. • These are to be combined into one project and are second on the current project list.
City Controller	A	Water & Sewer Receipts (Replace with new)		MUNIS
City Clerk	A	WordPerfect		This task has been completed; was tuned off during maintenance on 2/21/10.
Circuit Court	A	WordPerfect / Jury Applications		This task has been completed; was tuned off during maintenance on 2/21/10.
Purchasing	A	Vendor Report (Intranet Update from FASBE)	16 Man Hours	On 9/30/10: • Dave reported that this may not be required since this report is pulled from FASBE, will probably be replaced with MUNIS once it is implemented. • Bill reported that once MUNIS is implemented as the City Financial application, they will no longer have a need to use FASBE to enter County Vendors and POs; has a call into the Controller's Office to move that job down to personnel in the Auditor's Office.