

**Special Session
January 14, 2019**

BE IT REMEMBERED THAT the Crook County Court met in Special Session on January 14, 2019 at 10:00 a.m. in the Office of County Legal Counsel, 203 NE Court Street, Prineville, Oregon 97754.

In attendance were: County Judge Seth Crawford; County Commissioner Jerry Brummer; County Commissioner Brian Barney; County Counsel Jeff Wilson; Assistant County Counsel Eric Blaine and County Court Secretary Colleen Ferguson.

Members of the public: HR Director Kim Barber; Izaac Ross, IT Director; County Treasurer Deb Palmer; Kellie Yakolla, IT; Keity Crimson, HR; Deb Shaw, HR; Kathy Puckett, Finance and Jeff Caldwell County CFO.

The purpose of the meeting was to gather information from Tyler Munis Technologies through a demonstration presented on the computer screen of the general navigation and reporting options included in the Human Resources and Finance module software. The County has been working with Tyler and due to other circumstances, the plans for going forward with the software were put on hold until staff was complete and more information for prior and for new staff was available and the training technique was improved.

Today's meeting was over the phone and the computer presentation. Kim Barber has been in touch with Tyler Munis on a regular basis. Today's demonstration was interrupted with problems through the presenter's equipment. The remainder of the presentation was very informative, the participants could ask questions and receive answers, and expectations of the program were provided to Tyler. The software portion that Finance would be using for payroll would provide different full service options to both the County and the employees. Ms. Barber asked questions about the training and the trainers that would be provided. Previously, there was no continuity for the staff, with new technology people to work with every week. The County would like the trainers to remain through the entire project up to going live with the software.

Information was provided on payroll processing, disbursements to checking and savings, garnishments and child support, and transfers rather than manual journal entries. Explanation of Benefits enrollment will be completely employee driven, and time off requests were explained. Employees may be paid from several different revenues such as grant funded positions, and there will automatically be deductions from those funding providers for end of payroll reports. For HR, the benefits of the program were explained that have to do with recruitment, internal or external positions, updating of returning applicants, and email alerts for job applicants for upcoming positions they have expressed interest in. Information was provided on the job opening templates, specific qualification, arranging interviews and scoring candidates. Rejection emails are sent out. The software can also run the salary and budget and project it out per year with the required steps. The conference call and demonstration ended at 12:08 p.m. Mr. Ross and Ms. Barber want to meet with staff to really talk about the programs. Neo.Gov will also be lined up to review the software available through that avenue.

There being no decisions to be made and no further business requiring action of the Court, Judge Crawford adjourned the meeting.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, Crook County Court Secretary