

COUNTY OF YORK

MEMORANDUM

DATE: March 24, 2017

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator



SUBJECT: Civic Engagement: Budget

In response to the Board's interest in promoting civic engagement and participation in the FY2018 Budget process, staff has made sure all budget documents, meeting schedules, and other related materials are easily accessible and being promoted to citizens. Citizens will see icons on the website homepage www.yorkcounty.gov and quick links for all materials on the budget page www.yorkcounty.gov/budget. Messaging of important dates and where to find the information is currently running on the Announcement channel (Cox 48/Verizon 40) and, as is customary, replays of the March 21st meeting with my presentation are in rotation on WYCG-TV (Cox 46/Verizon 38) and available on demand.

As you are already aware, I am scheduled to speak about the budget at the Homeowners Association Meeting on March 29th and have another budget related video program scheduled for taping and airing on WYCG-TV the first week of April. Also planned for April is a *York News Meeting Update* and social media reminders, press release, and announcements about the public hearing, email, and voicemail feedback opportunities.


NAM:ph

COUNTY OF YORK

MEMORANDUM

DATE: March 22, 2017

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator 

SUBJECT: Financial Management System (Munis) Kickoff

On Tuesday March 14, 2016, approximately 60 employees from the County, Treasurer's Office, Commissioner of Revenue's Office, School Division, Social Services, and Colonial Behavioral Health gathered in York Hall for the official kickoff of the financial management system project. The week prior to this meeting, the Steering Committee met to provide information to our Munis consultants in preparation for the kickoff meeting. Everyone who will be participating on any of the implementation phases of the new financial system was invited to meet the Munis project manager and hear an overview of the project. We were very pleased with the impressive turnout and the engagement of the employees from the County and those from other agencies. I was especially impressed by the enthusiasm of several of the long-term employees who welcomed the positive change, as it is those employees who will have a tremendous impact on their co-workers.

After the hour long kickoff meeting, the Steering Committee and Phase 1 (financial phase) functional leaders met for almost six hours to review in detail the scope of work and the overall plan for the very busy next 15 months. At that meeting the project transitioned from Munis' marketing team, which has been extremely responsive to the project management team, to Munis' implementation team.

As I mentioned to the Board, this project is a fundamental game changer for the County and will require an all-hands-on-deck approach. For the next several months, the Steering Committee, functional leads, and various key users will dedicate more than 50 percent of their work days to this project, also requiring other staff to assume additional responsibilities. The project team will use SharePoint to track the over 1,500 individual tasks performed by staff, and bi-weekly status meetings will occur with the project manager corresponding to bi-weekly Steering Committee status meetings.

One of the reasons we selected Munis is their experience in training and preparing employees. Munis is one of many products offered by Tyler Technologies which provides "Tyler University" as an on-line training mechanism for the various modules of the system. Interestingly, before employees can participate in the detailed conversion meetings for the various functions, they must complete prerequisites in advance so that they are prepared to engage properly in the discussions and decisions to be made during the working meetings. Currently, schedules are being made for specific employees who require instruction. I have asked Vivian McGettigan to provide periodic status updates that I will share with you as the project progresses.

As we prepared internally for this major project, we determined there needed to be two staff members dedicated to this endeavor; numerous hours of work from staff throughout the organization, as well as the agencies we support; and a dedicated training/work room. Ken Metcalfe, our IT project leader, is already in place and doing excellent work. Currently, we are interviewing for the other team leader – the Financial Systems Analyst. We hope to have that individual on board within the next 60 days. Finally, the work on the training room is progressing nicely. Before its completion by early summer, you may encounter signs of the project in both the East Room and the Board Conference Room in York Hall.

I believe we are off to a very strong start and will provide further updates.

McGettigan/3737

Copy to: York County Board of Supervisors
Vivian A. McGettigan, Deputy County Administrator
J. Mark Carter, Deputy County Administrator
Adam Frisch, Director of Information Technology