Jefferson County Board
Committee Minutes

April 15, 2009

Infrastructure Committee

1. **Call to order**
Meeting called to order by Supervisor Kannard at 8:33 a.m.

2. **Roll call**
James Braughler, Richard Jones, John Kannard, Donald Reese, Carol Ward Knox

    Others Present: Gary Petre – County Administrator, Captain Pat Brown, Mark Miller – Central Services, John Rageth – Systems & Applications Manager, Kathleen Eisenmann – UW Extension Family Living Agent, Donna Haugom – Emergency Management Director, Terri Palm – HR Director, Carla Robinson – Clerk of Courts, Tim Freitag – Jefferson City Administrator, Paul Van Henkulem & Holly Merson from RSV Engineering, Inc.

3. **Certification of compliance with the Open Meetings Law**
The County Administrator reported that the meeting was properly noticed in compliance with the law.

4. **Review of the Agenda:**
No changes were made to the agenda.

5. **Public Comment**
None

6. **Approval of the March 18, 2009 Infrastructure Committee meeting minutes**
Motion made by Supervisor Reese; Second by Supervisor Braughler to approve the March 18, 2009 Infrastructure Committee meeting minutes as written. (Ayes – All)

7. **Discussion and possible action on the City of Jefferson Downtown Parking Plan**
Tim Freitag addressed the committee regarding the City of Jefferson's plan for downtown parking. Paul Van Henkulem and Holly Merson from RVS Engineering, Inc. presented preliminary plans to the Committee. They have had several public meetings so far and wanted input from the Infrastructure Committee because the courthouse generates so much of the traffic in the downtown area.

    Preliminary drawings were provided for the committee to review.

    Currently there are 219 Parking spaces in the courthouse area (Area IV). This new plan would provide 48 additional spaces for a total of 267.

    This item will be reviewed by the Sheriff's Department and placed on the Committee's next meeting agenda for further discussion.

8. **Update and possible action on Sheriff's Department bids for ADA and Reroofing projects in the jail**
Mark Miller is working with contractors for the ADA projects and is waiting for bids on the reroofing projects. No action was taken.

    This item will be placed on the Committee's next meeting agenda for possible action on contractor bids.

9. **Discussion and possible action on revisions to the Personnel Ordinance – HR0410 Computer, Internet, and Telephone use**
John Kannard provided the committee with handouts with costs of US Cellular and Verizon services.

    There was discussion regarding departments utilizing blackberries and the added costs associated with them.

    This item will be placed on the Committee's next meeting agenda to review staff recommended updates to HR0410 Ordinance.

10. **Status report by MIS, discussion and possible action on the bidding for computer/ telephone switch replacement**
Roland sent information regarding the bids he received for switches.

The County's Purchasing Ordinance does not require County Board approval if purchasing under a state contract.

Motion by Supervisor Reese; Second by Supervisor Jones to approve, as recommended, the bids received from JSO Technology and AT&T for a total bid of $378,223.00. (Ayes-All)

The Committee asked that this action be noted in Chairman Schmeling's report to the County Board.

11. **Review and possible action on MIS Operational Audit report and recommendations**
Gary Petre provided information on the progress of the audit recommendations.

<u>1.4 Establish an MIS advisory committee, comprised of key department directors, to improve communications and alignment between MIS and County departments.</u>

An Advisory Group was formed – they will conduct an organizational meeting in the near future.

<u>3.5 Develop a formal program for end user training that includes basic, intermediate, and advanced levels. If MIS staff cannot conduct those classes, contract with a local firm for those services.</u> Gary provided the training schedule that is posted on the Employee website.

<u>4.2 Develop website policy that describes how and when departmental content is updated.</u>

A draft policy was provided for the committee to review.

<u>4.3 If departments update their own web content, provide tools and training to enable them to do so.</u>

John Rageth provided a list of the web content tools the County currently uses. They have provided training to all departments and continue to do so as needed.

<u>5.2 Update existing security and usage policies for all IT equipment, software and services</u>

A copy of the draft the revised ordinance was provided for the committee to review.

The audit recommendations will continue to be worked on by staff and reported back to the Committee at future meetings.

12. **Discussion relating to 5 year capital finance plans**
The Committee reviewed the Capital Finance Plan to look at future maintenance projects.

The County Administrator will bring 2010 Requested Budget projects back to the Committee at a future meeting for their review.

13. **Potential items for the Committee's next meeting**
   - Review and possible action on MIS Operational Audit report and recommendations
   - Update and possible action on Sheriff's Department ADA and Reroofing projects in the jail
   - Discussion and possible action on revisions to the Personnel Ordinance – HR0410 Computer, Internet and Telephone use
   - Discussion of City of Jefferson downtown parking plan update

14. **Set future Committee meeting dates**
May 20, 2009 – 10:30 a.m.

15. **Adjourn**
Supervisor Reese made a motion to adjourn; Second by Supervisor Braughler; 10:18 a.m. (Ayes-All)