

Jefferson County Board Committee Minutes

May 20, 2009

Infrastructure Committee

1. Call to order

Meeting called to order by Supervisor Kannard at 10:33 a.m.

2. Roll call

James Braughler, Richard Jones, John Kannard, Donald Reese. Carol Ward Knox, Absent

Others Present: Gary Petre – County Administrator; Kathi Cauley – Human Services Director; Mark Miller – Maintenance Supervisor; Terry Gard – Maintenance Supervisor; Carla Robinson – Clerk of Courts; Pat Schramm – Executive Director/CEO of the Workforce Development Board; Roland Welsch – Information Technology Manager; John Rageth – Systems & Applications Manager; Dave Ehlinger – Accounting Manager; Phil Ristow – Corporation Counsel.

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 April 15, 2009 Infrastructure Committee meeting minutes

Motion made by Supervisor Reese; Second by Supervisor Jones to approve the April 15, 2009 Infrastructure Committee meeting minutes as amended. (Ayes – All)

7. Discussion and possible action on State Department of Workforce Development Web TV/ Conferencing Center

Pat Schramm, Executive Director/CEO of the Workforce Development Board, explained to the committee that the addition of a conferencing center would provide interactive web casting capabilities. This is the same platform that the County currently has in place, but this would provide better equipment. This technology can also interface with Emergency Management. The cost of this project is \$37,000. All costs, including equipment, installation and service will be covered by Workforce Development Board.

Motion made by Supervisor Jones; Second by Supervisor Reese to approve the addition of video conferencing in rooms 8 & 9 of UW Extension. (Ayes All)

8. Discussion and possible action on the City of Jefferson Downtown Parking Plan

Gary Petre discussed the parking plan with Chief Deputy Parker and the Sheriff's Department has no problem with the proposed parking plan, including the one-way street changes as recommended by the Committee.

Mark Miller suggested that the entrance should accommodate 52' semis. Miller will look into how many spaces this would eliminate in the plan.

The Committee is ok with the parking plan concept, but would like staff to review the entrances and report back to the committee with a recommendation.

Motion made by Supervisor Jones; Second by Supervisor Reese to authorize the County Administrator to inform the city that they support the parking plan concept with the change of direction of the one-way streets and will keep looking at the options for entrances to the courthouse parking lot (Ayes All)

9. Update and possible action on Sheriff's Department bids for ADA and Reroofing projects in jail.

Miller told the committee that the Contractors looked at the ADA areas in the jail. They will start drawing blueprints for the project and have preliminary costs in 1-2 weeks.

Miller had one cost estimate on the roofing projects. These projects need to go out for bid. The committee suggested having the contractors bid them as a complete project and also separately.

Motion made by Supervisor Braughler; Second by Supervisor Reese to authorize obtaining bids for the re-roofing projects both as a combined project and also separately. (Ayes All)

10. Discussion and possible action on revisions to the Personnel Ordinance – HR0410 Computer, Internet and Telephone use.

Roland Welsch provided the committee with a draft of the Computer, Internet and Telephone use portion of the Personnel Ordinance – HR0410.

The Human Resources committee suggested removing the Computer, Internet and Telephone use portion, along with other policies, from the Personnel Ordinance. The HR Committee made the recommendation to repeal various sections of the Personnel Ordinance and to delegate authority to the HR Committee to create and amend said sections as personnel policies and procedures.

The Committee will review the document and discuss it at their next meeting.

11. Status report by MIS, discussion and possible action on the bidding for computer/telephone switch replacement

Roland Welsch gave the Committee an update of the switch replacement project. All of the parts are ordered and a schedule is in place for replacement.

No action was taken.

12. Review cell phone plans, usage and phone options

Kannard provided the Committee with a comparison of US Cellular and Verizon rates. The Committee agreed that the county should continue to monitor the phone plans to be sure everyone is on the best plan. The Finance Department will review this information quarterly. The Authorization of Blackberry use was also discussed. The committee was in agreement that the County Administrator should authorize the use of blackberries.

Roland Welsch suggested that after all changes are made to the County's US Cellular accounts we should have Verizon give us a 3 month cost comparison to see if the County could save additional money.

No action was taken.

13. Review and possible action on MIS Operational Audit report and recommendations

Petre told the Committee that the MIS Advisory Group met for the first time. The group discussed the audit recommendations. Petre informed them that 4 out of the 5 recommendations have been completed. Recommendation 5.2 "Update existing security and usage policies for all IT equipment, software and services" (Internet and Telephone use portion from the Personnel Ordinance) is currently being worked on and Petre will begin working on recommendation 1.2 "Perform a cost/benefit analysis on outsourcing the desktop and network support function."

No action was taken.

14. Discussion relating to 5 year capital plans

Petre explained that there will be an updated list including 2011-2015 requests available during the 2010 budget process. The Committee will table this item until the updated list is available.

15. Potential items for the Committee's next meeting

- Update on Workforce Development Board Web TV/Conferencing Center
- Discussion of options for reconfiguring the courthouse parking lot entrances
- 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

16. Set future Committee meeting dates

June 17, 2009 – 10:30 a.m.

July 15, 2009 – 10:30 a.m.

17. Adjourn

Supervisor Reese made a motion to adjourn; Second by Supervisor Jones; 12:05 p.m. (Ayes-All)