

Administrative Services Committee Meeting

Douglas County, Nebraska

Tuesday, March 15, 2016

The meeting convened at approximately 8:00 a.m. in Room 903 of the Omaha-Douglas Civic Center, 1819 Farnam, Omaha, NE 68183. A copy of the Open Meetings Act is located on the wall near the entrance of the room. A notice of the meeting was published in the March 9, 2016 issue of *The Daily Record*. County Commissioners present at the meeting were Jim Cavanaugh, P. J. Morgan and Clare Duda. Others present at the meeting were Patrick Bloomingdale, Chief Administrative Officer; Dan Esch, Douglas County Clerk/Comptroller; Diane Carlson, Marcos San Martin, Mike Dwornicki, and Dianne Wallace from County Administration; Jerry Leahy and Jeff McGill from Public Properties; Joe Lorenz from Finance; Mark Foxall, Amber Michalski, and John Hubbard from Corrections; Paul Johnson from Emergency Management; Jane Alexander from Clerk of the District Court's Office; Jenny Hansen, 911; Tim Cavanaugh from the County Treasurer's office; Deanna Vansickel-Staudt, Extension; and Sheri Larsen, Dawn Honig and Constance Mierendorf, Douglas County Clerk/Comptroller's office. Commissioner Cavanaugh conducted the meeting.

1. Discussion of the County Technology Plan

Dianne Wallace presented the Douglas County, NE Technology plan (see attached) which outlines the guiding principles used for planning, selecting, funding and controlling use of technology services. The plan is a logical starting point leading to a discussion of Strategic Planning. The County is very distributed so high level goals can be tailored at each department level. The Plan includes a Current Year Project list rated by priority. The appendix provides the opportunity to click on items and find details electronically.

The Executive Summary lists five high-level technology goals for the County:

1. Comply with Mandated and Operational Requirements
 2. Improved Service Quality and Efficiency
 3. Enhance Security and Lowered Risk
 4. Maintain Current and Supportable Technical Infrastructure
 5. Provide Appropriate Funding, Leverage Past Investments, Recommend Collaborative Shared Solutions
- Commissioner Cavanaugh raised a question about the Motorola Records Management System for the Sheriff. This system adds a records management module to help automate and integrate reporting. The system will provide additional services and an integrated platform. Seized assets paid for this initiative. Public Safety, 911, Communications and Corrections Equipment will be a significant part of the upcoming bond issue.

- The Diagnostic Health reporting listed on p. 8 has been mandated by the Centers for Medicaid and Medicare Services (CMS) and deals with billing. It is a high priority goal that has been mandated by the state, an HHS code related to the County's billing. This is a mandate for everyone. It must be completed by July.
- DOTcom Interlocal Agreement was updated in 2012. Derek Kruse will present the DOTcom budget to the Finance Committee.
- The IT Advisory group consists of 12 people including administration and elected officials. It meets once per month. The County used 109% of its hours last year, so it is maximizing services. Feedback from the advisory group is given to Derek Kruse for budgeting purposes. Last year the City did not use all of its project hours. As of this January, they were on budget.

2. Strategic Planning

- Patrick Bloomingdale will present a Strategic Planning Document on March 22. This is a follow up to last year's Strategic Planning efforts. Strategic Planning is an ongoing process. The Plan includes the possibilities of a G.A.L. Division within the County, which the County once had. Douglas County is now engaged with the legislature on G.A.L. legislation which will conclude in April.
- Strategic Planning Goals have been updated (see attached):

Identify and effectively utilize human and financial resources
 Build County Government Awareness
 Accelerate Criminal Justice Reform
 Enhance our health services system

- The County continues to pursue additional state aid. Past state administrations have reduced funding for local governmental subdivisions. LB 827 and 331 may generate additional revenue through tax collections. The County has been working with Sarpy and Lancaster Counties as well as with NACO to pursue common ground for legislative initiatives.
- The County Comprehensive Compensation Plan will begin this summer. The goal is to combine processes into the regular budget process to better anticipate compensation costs and enhance the budget process. This is not possible in all cases because of union contracts.
- Commissioner Cavanaugh emphasized the need for a Public Information Officer recalling that the County used to have one, and in this day of social and electronic media, the County needs an office to engage the public and heighten awareness of the good the County does. This item will be addressed in the Budget cycle.
- Conversations are being held in a variety of areas to insure that the County is not duplicating services. Through Strategic Planning Douglas County can enhance services and not increase costs. The Committee is open to any consolidation ideas.

- Commissioner Cavanaugh stated that succession planning should be a goal of County departments, though a formal process is limited because of Civil Service restrictions. Any organization the size of the County has a plan to make succession more streamlined and not interrupt services when a position vacancy occurs.
- Best Practices were addressed in the rules debate that the Board of Commissioners held recently. Pursuit of Best Practices is an ongoing process. From orientation to planning for executive branch administration, Best Practices should be the goal. Strategic Planning necessitates collaboration with line offices to reach common goals.
- The County still has things to do including pre-trial number reduction, a juvenile justice campus, and collaboration on the Public Health Corridor. There are ongoing discussions between UNMC, the VA and the County to work more closely together. They do not compete with each other but complement each other.

3. Space Needs /Public Safety Bond Proposal

- Jerry Leahy discussed the Public Safety Bond proposal which will go to Finance.. It includes making the Fitzgerald Home a vanilla box. The proposed space includes approximately 44,000 sq. ft. of usable space for the County. Total rentable space is 58,881 sq. ft. The entire building would be usable.
- The shared space proposal includes:

Environmental Services	2,500 Sq. Ft.
E911	11,754 Sq. Ft.
Emergency Management	2,400 Sq. Ft.
Treasurer's Branch	6,900 Sq. Ft.
- 46,400 sq. ft. would be used including storage and mechanical rooms. 13,600 sq. ft. would be left.
- Decisions by the County Board about the Assessor/Register of Deeds and the Crime Lab are pending.
- Currently the Crime Lab occupies approximately 10,000 sq. ft. A decision is pending about what happens with the crime lab. What will payback be? What happens when a decision is made? What is the timeline?
- The existing space for CSI and Canine Unit is 3,300 Sq. Ft. on the garden level; 10,000 sq. ft. on the first floor and 10,000 sq. ft. on the second floor which is vacant.
- The County will seek the best possible bond counsel.
- The total bond Cost at present is anticipated to be **\$40 million**

\$30 million Bond from 2014 including inflation

- E911
- Environmental Services
- Emergency Management
- Treasurers Branch

\$2.5-2.7 million for Replacement of Radios for Corrections & Sheriffs. \$1million is for Corrections; \$1.35 million for the Sheriff and the balance is for Waterloo, Ralston, Valley, Bennington, and Boys Town.

Once the E911 system is operable, all systems including Douglas County, Waterloo, Ralston, Valley, Bennington, and Boys Town will be able to communicate with each other. All will have the same radio and same system. Part of the \$30million bond issue is this \$12m project which will make these systems interoperable.

\$7 million for Corrections (old side 1976) Infrastructure and renovation (Excluding Annex 1988) \$1million .

- Commissioner Cavanaugh stated that the County should include any anticipated needs in the bond.
- Discussion followed about the anticipated vacancy of the Bus Station on the Corrections Campus. A site prep component should be included in the bond issue. Whether it should be raised, renovated or used for storage, Dr. Foxall was charged with discussing possibilities with the Public Property Division for a site plan. The County needs to anticipate what would be needed to use the space in the future.

4. Other Business

There was no other business.

The meeting adjourned at 8:58 a.m.