

Jefferson County Board Committee Minutes

June 17, 2009

Infrastructure Committee

1. Call to order

Meeting called to order by Supervisor Kannard at 10:32 a.m.

2. Roll call

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

Others Present: Gary Petre – County Administrator; Terry Gard – Maintenance Supervisor; Phil Ristow – Corporation Counsel, Mike Marasch – Central Services, Charlotte Silvers – HIPAA Security Privacy Officer, Captain Pat Brown, Supervisor Sharon Schmeling, Sydney Wesemann – Administrative Services Manager.

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 May 20, 2009 Infrastructure Committee meeting minutes

Motion made by Supervisor Jones; Second by Supervisor Reese to approve the May 20, 2009 Infrastructure Committee meeting minutes. (Ayes – All)

7. Update on Workforce Development Board Web TV/Conferencing Center

Sydney Wesemann informed the committee that AT&T will be recommending the proper equipment and that the equipment should be purchased by June 30, 2009.

8. Discussion and possible action on Workforce Development Building space charges

Phil Ristow distributed information on charges for space at the Workforce Development Building. The proposal is to increase fees by 5% (\$1972 per month).

Motion made by Supervisor Reese; Second by Supervisor Braughler to forward a resolution to County Board approving an increase in Workforce Development Building space charges. (Ayes All)

9. Discussion of options for reconfiguring courthouse parking lot entrances

Gary Petre contacted the Highway Department to get a cost for expanding the current courthouse entrance. The City of Jefferson was notified that the County supports the plan, along with the Sheriff's Department with the change of the direction of the one-way streets.

No action taken.

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

Petre told the committee that we received an estimate of \$17,850 for the ADA project. Formal bids are not necessary for this project – Class I bids notice will be going out.

Specifications for the roof project are developed. This project will require a formal bid. This will be reviewed with Corporation Counsel and sent out for bid.

No action taken.

11. Discussion and possible action on revisions to the Personnel Ordinance – HR410 Computer, Internet, and Telephone use

Phil Ristow discussed HIPAA security in general. He explained that the Human Resources Committee discussed removing the HR410 Computer, Internet and Telephone use portion from the personnel ordinance and making it policy.

Motion made by Supervisor Reese; Second by Supervisor Jones to recommend that the HR410 Computer, Internet and Telephone use section be removed from the Personnel Ordinance and create a separate policy for it. (Ayes All)

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

A chart of the progress of recommendations was distributed for the committee to review. The Committee will be updated on this monthly.

No action taken.

13. Potential items for the Committee's next meeting

- Review and possible action on MIS Operational Audit report and recommendations
- Review 2010 Capital Plan at August meeting
- Report from the Highway Commissioner on Status of Highway Project
- Discussion and possible action on the remodeling of Courthouse, Room 202
- Discussion of options for reconfiguring courthouse parking lot entrances
- Update and possible action on Sheriff's Department bids for ADA and Reroofing projects in the jail

14. Set future Committee meeting dates

July 15, 2009 – 8:30 a.m.

August 19, 2009 – 10:30 a.m.

15. Adjourn

Supervisor Knox made a motion to adjourn; Second by Supervisor Reese at 11:23 a.m. (Ayes-All)