

SCOTT COUNTY
ACTION OUTLINES
2009

To: Board of Supervisors

From: Dee F. Bruemmer

Date: August 21, 2009

2009 Policy Agenda

| <u>TARGET</u> | | <u>PRIORITY</u> |
|--|-------------------------------------|--------------------|
| | | Policy - Top |
| BALANCED BUDGET WITH FUND BALANCE | | |
| | | |
| Responsibility: | Dee Bruemmer/Sarah Kautz | |
| | | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
| | | |
| 1. Fund Balance | 1. Obtain Departments FY10 requests | Done |
| 2. Property Tax | 2. Finalize revenue estimate | Done |
| 3. MH: Fund Balance and reduction | 3. Finalize expense number | Done |
| 4. Costs Savings for FY11 | 4. Develop Budget Workbook | Done |
| | 5. Present the budget to Board | Done |
| | 6. Conduct public hearings | Done |
| | 7. Adopt budget | Done |
| | 8. Implement wall of savings | on-going |
| | 9. Monitor revenue | monthly |
| | 10. Report expenses to Board | quarterly |
| | 11. Approve budget amendment | Done |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| <u>TARGET</u> | | <u>PRIORITY</u> |
|---|--|---------------------------------|
| | | Policy - Top |
| QUAD CITY DEVELOPMENT GROUP | | |
| Responsibility: | Dee Bruemmer/Jim Hancock/Tim Huey | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
| 1. Strategic plan and governance structure | 1. Review with stakeholders 2. Review with board 3. Rejected Plan | Done Done 5/20/2009 |
| 2. Alternative plan and structure - private sector proposal | Private funders concept plan approved by Board pending Governance Committee recommendation | Done |
| 3. Chamber lead marketing organization Quad Cities First | 1. Approve plan of merger (QCDG) 2. Appoint County Representative to Quad Cities First | 8/20/2009 8/20/2009 |
| 4. Arsenal issues | Continue to work with Hurt Norton on issues for federal delegation | On-going |
| 5. Logistics marketing | Evaluate site selection information by siting firm and implement marketing recommendations | Done / waiting for final report |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| <u>TARGET</u> | | <u>PRIORITY</u> |
|---|---|---|
| | | Policy - Top |
| AIR QUALITY ATTAINMENT STRATEGY AND COUNTY ACTIONS | | |
| Responsibility: | Dee Bruemmer | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
| 1. Understand episodes of higher particulate matter in County | 1. University of Iowa's study of local PM2.5 episodes 2. Release of Study results 3. Joint elected officials presentation 4. Continued meeting as technical committee to monitor local industry progress and implement next steps | Done Done Done Meetings every 2 months |
| 2. Remove County from non-attainment with EPA | 1. Letter from DNR Director requesting removal 2/11/09 2. Federal Register publication of change in status. | Done Postponed |
| 3. Educate stakeholders on issues | 1. Joint elected officials presentation of study 2. Bi-State submit USEPA grant for Air Quality Project | Done Done |
| 1. General Initiatives | 1. Alternative fuel workshop 2. Investigate Clean Cities Program, Clean Air Act Interstate Rule, potential anti-idling laws (Bi-State Staff) 3. Business and Industry Conference presentation by Dr. Stanier Invite Legislators 4. Request for waiver of July 4th activities 5. Purchase first County hybrids 6. Discuss issue with all small town councils 7. Join Bi-State Region Clean Air Partnership | 9/29/09 & 9/30/09 On-going 9/16/2009 Done 8/6/2009 Aug-Dec Sept |

2009 Policy Agenda

| <u>TARGET</u> | | <u>PRIORITY</u> |
|---|---|--------------------|
| | | Policy - Top |
| COURT ROOM RENOVATION | | |
| Responsibility: | Dave Donovan | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
| 1. Define Scope | Meet with stakeholders to identify project scope | Done |
| | Tour other area courtrooms | Nov-09 |
| 2. Identify Courtroom for Renovation | Stakeholder meeting(s) | Done |
| 3. Need for Consultant | If consultant needed, issue RFP | Not Needed |
| | Award consultant contract | Not Needed |
| 3. Identify Technology | Identify and define through design development meetings | Dec09-Jan10 |
| 4. Identify Cosmetic Improvements | Identify and define through design development meetings | Dec09-Jan10 |
| 5. Loss of Courtroom for duration of implementation | Coordinate with Court Administration to reschedule court room use; phase work for multiple court rooms if necessary | Mar-April 2010 |
| 6. Implement Improvements | Develop Bid documents | Feb-Mar 2010 |
| | Solicit Bids and submit for approval | Feb-Mar 2010 |
| | Project manage work | Feb- Jun 2010 |
| | Project completion | Jun-09 |
| This project was initially delayed by schedule availability in the County Attorney's Office. We expect those tours to take place this fall. | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2009 Policy Agenda

| <u>TARGET</u> | <u>PRIORITY</u> | |
|--|---|------------------------------|
| | Policy - Top | |
| IT MASTER PLAN (Software and Phones) | | |
| Responsibility: | Sarah Kautz/Matt Hirst | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
| 1) Stakeholder involvement and participation | 1) Identify stakeholder group | Done |
| | 2) Develop template to identify current software and interface applications | Done |
| | 3) Gather stakeholders to discuss templates returned | Done |
| | 4) Identify software systems to be included in RFP. | Done |
| | 5) Determine RFP template | Done |
| 2) IT Master Plan RFP | 1) Send RFP to prospective vendor group | Done |
| | 2) Allow questions from vendors | Rescheduled from June to Aug |
| | 3) Deadline for returning RFP to county | Rescheduled from June to Aug |
| | 4) Award RFP | Rescheduled from June to Sep |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2009 Policy Agenda

| <u>TARGET</u> | | | <u>PRIORITY</u> |
|---|---|---------------------|-----------------|
| | | | Policy - High |
| FINE PAYMENT PLAN | | | |
| Responsibility: | Mike Walton/Mary Thee | | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> | |
| 1. Obtain more cost effective means of collecting fine revenue. | 1. Benchmark other county programs | Done | |
| | 2. Obtain sample job descriptions | Done | |
| | 3. Develop program objectives (i.e. identify tasks and who would perform) | Done | |
| | 4. Determine cost and projected revenues | Done | |
| | 5. Draft program outcomes and implementation steps, including budget | Done | |
| | 6. Obtain BOS approval of program | Pending - 8/20/2009 | |
| | 7. Draft job description and determine hay points | Done | |
| | 8. Initiate recruitment process | 10/1/2009 | |
| | 9. Fill required staffing needs | 11/1/2009 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| <u>TARGET</u> | | <u>PRIORITY</u> |
|---|------------------------------|------------------------|
| | | Policy - High |
| JUVENILE COURT SERVICES SPACE | | |
| Responsibility: | Dave Donovan | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
| 1. Notify Juvenile Court Services of Intent | 1. Meet with Scott Hobart | Done |
| 2. Architect | 2. Select architect | Done |
| 3. Space Needs | Interview 2 firms | Done |
| | Board Recommendation | Done |
| 4. Budget | 3. Design meetings with JCS | Aug 09 - Jan 10 |
| 5. Transition | 4. Solicit construction bids | Oct 09 - Feb 10 |
| | 5. Award construction bid | Nov 09 & Feb 10 |
| | 6. Move | Jan 11- Feb 11 |
| | 7. Lease close out | Feb 11 |
| | 8. Project Management | Ongoing |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2009 Policy Agenda

| <u>TARGET</u> | | <u>PRIORITY</u> |
|---|--|--------------------|
| | | Policy - High |
| ELECTION EQUIPMENT DIRECTION AND FUNDING | | |
| Responsibility: | Roxanna Moritz/Matt Hirst | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
| 1. Full review of all election systems and issues regarding these systems | 1. Auditor staff to review issues for all election related equipment | Done |
| 2. First draft of report to auditor for her review and comment | 1. Staff to finalize first draft, review with auditor | Done |
| 3. Final draft to auditor | 1. Staff to revise first draft and present final draft to Auditor for approval or further revision | Done |
| 4. Finished report to Board of Supervisors | 1. Staff to include any further revisions; Auditor approves finished report | Done |
| 5. Report presented to Board of Supervisors | 1. Report presented to Board of Supervisors on August 4th | Done |
| 6. Pilot Poll Books | 1. Use 5 pollbooks for school board election | Sept |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2009 Policy Agenda

| TARGET | | PRIORITY |
|---|---|-----------------|
| | | Policy - High |
| LEGISLATIVE PROGRAM FOR SCOTT COUNTY | | |
| Responsibility: | Dee Bruemmer/Lori Elam | |
| Key Issues | Actions | Time |
| 1. Communicate Legislative Issues and Impacts | 1. Email the Scott County Legislative Connection each week during session 2. Thank you letter to legislators | Done Done |
| 2. Understand County and City Legislative Issues and Needs | Bi-State/County/City Friday Forums | Done |
| 3. Understand Legislative Issues | Attend the Saturday Legislative Forums at St. Ambrose University | Done |
| 4. Understand Legislative Impacts | Attend Legislative committees/hearings as requested | Done |
| 5. Understand MH funding impacts | Meet with DavenportOne staff to discuss partnership in advocacy | Done |
| 6 Budget Issues/Legislative Impacts | Meeting with Farm Bureau Organization | Done |
| 7. Understand County Functions and Issues | Attend at ISAC Spring School and Visit with Legislators on relevant topics | Done |
| 8. Understand Federal/State Legislative Impacts and Issues | Attend the Washington DC QC Delegation Trip | Done |
| 9. Understand County Functions and Important Issues | Attend at ISAC County Government Day on the Hill | Done |
| 10. Understand Legislative Issues/Impacts | Attend ISAC District 6 Legislative Meeting | Done |
| 11. Understand the Need for and How to Advocate/Lobby on Issues | Scott County and ID Action Host an activity "How to Advocate" for local providers, consumers and families | Aug-Sep |
| 12. Understand Mental Health Funding | Legislative Luncheon with HDC/VF staff and families hosted by Scott County and ID Action | Oct-Nov |
| 13. Update Board on new laws and impact | Review items with Board. | Done |

2009 Management Agenda

| TARGET | | PRIORITY |
|---|---|-----------------|
| | | Mgmt - Top |
| STIMULUS PACKAGE PROJECTS | | |
| Responsibility: | Jon Burgstrum/Dave Donovan/Dec Bruemmer | |
| Key Issues | Actions | Time |
| 1. Obtain funds from Stimulus package for MPO area. | 1. Met with MPO and discussed the projects that were submitted and voted on funding allocations: \$2.1 million allocated for Y-48 Project | Done |
| 2. Obtain funds from Stimulus package for Region 9 area. | 2a. Preliminary meeting with Region 9 produced a preliminary split of 2.2 million of one third for each entity; City of Muscatine, Muscatine County and Scott County. | Done |
| | 2b. Region 9 approval of \$733,544 for Scott County | Done |
| 3. Y-48 Resurfacing | 3. Plans Submitted | Done |
| | 3a. Project Let | Done |
| | 3b. Contracts Signed | Done |
| | 3c. Project Completed | |
| 4. St. Ann's Bridge Project | 4. Plans Submitted | Done |
| | 4a. Project Let | Done |
| | 4b. Contracts Signed | 9/18/2009 |
| | 4c. Project Completed | |
| 5. Maysville Rd Bridge Project | 5. Plans Submitted | Done |
| | 5a. Project Let | Done |
| | 5b. Contracts Signed | 9/18/2009 |
| | 5c. Project Completed | |
| 6. Y-40 Box Culvert Project | 6. Plans Submitted | Done |
| | 6a. Project Let | Done |
| | 6b. Contracts Signed | 9/18/2009 |
| | 6c. Project Completed | |
| 7. Utica Ridge Box Culvert Extension | 7. Plans Submitted | Done |
| | 7a. Project Let | 9/15/2009 |
| | 7b. Contracts Signed | 10/15/2009 |
| | 7c. Project Completed | |
| 8. JAG/Byrne Grant | Application Received | Done |
| 9. Energy Efficiency and Conservation Block Grant (\$260,400) | 1. Applied for grant on 6/25/09 | Done |
| | 2. Received approval | Pending |

2009 Management Agenda

| <u>TARGET</u> | | <u>PRIORITY</u> |
|---|---|--------------------|
| | | Mgmt - Top |
| DIVERSION PROGRAMS | | |
| Responsibility: | Denny Conard/Lori Elam | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
| 1. Reduce recidivism rate of mentally ill | 1. Apply for Federal Grant- Justice and Mental Health Collaboration Program- to implement | Done |
| | Mental Health Court (Jail Diversion Expansion) | |
| 2. Business Plan for Tremont Facility | 1. Determine operation cost and revenue when renovation is completed | Draft Complete |
| | 2. Determine use of building without remodeling and cost | Draft Complete |
| 3. Prevent need to house prisoners out of county | 1. Develop strategies to maximize current facility use | |
| 4. Develop/Identify measures that determine current diversion programs are successful | 1. Develop outcome measures for each program and the cost and benefit of each program | |
| | 2. Produce data that shows outcomes of each program for policy makers | |
| | 3. Urban Institute Grant rejected | Mar-09 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2009 Management Agenda

| TARGET | | PRIORITY |
|--|---|---|
| | | Mgmt - Top |
| SECC | | |
| Responsibility: | Brian Hitchcock/Dave Donovan/Dec Bruemmer/Matt Hirst | |
| Key Issues | Actions | Time |
| 1. Building Construction | 1a. Schematic Design Meetings | Done |
| | 1b. Design Development Meetings | Done |
| | 1c. Construction Doc Development | Done |
| | 1d. Solicit and Award Bid | Rescheduled from Sep to Oct |
| | 1e. Construction Oversight/Progress | Rescheduled frm Sep 10 to Oct 09 - Dec 10 |
| | 1f. Bond sale for building | Oct |
| 2. Radio Purchase and Tower Installation | 1. SECC Board approve contract | Done |
| | 2. BOS approve intention to sell G.O. bond | Done |
| | 3. Attend grant administration training | Done |
| | 4. Request draw down of grant funds/received \$2 million | Done |
| | 5. Make first payment on purchase | Done |
| | 6. Design Talk Groups | Done |
| | 7. Monitor RACOM tower improvements | Apr-Dec 09 |
| 3. Procure other Technology Equipment | 1a. CADS/RMS RFP Issuance | Done |
| | 1b. Review, Qualify vendors | Done |
| | 1c. Visit sites | Done |
| | 1d. Select vendor | Done |
| | 1e. Negotiate with vendor | Aug-Sep |
| | 2a. Fiber procurement for Ripley Path | Done |
| | 2b. Interagency agreement for interinoperability fiber | 12/9/2009 |
| | 3a. Office telephone system procurement | Rescheduled from May 09 to May to Aug 10 |
| | 4a. 911 system procurement | Rescheduled from May to Aug to Jan 10 to May 10 |
| | 4b. Recording equipment procurement | Rescheduled from Sep 09 to Apr 10 |

2009 Management Agenda

| | | |
|---|---|-------------|
| | 5a. Work with financial advisor to size and sell bonds | On-going |
| 4. Operational Procedures | 1a. Police Dispatching procedures | On-going |
| | 1b. Fire Dispatching procedures | |
| | 1c. Medic and other dispatching procedures | On-going |
| | 1d. Warning siren procedure BOS action | Done |
| 5. FY11 Operating and Debt Service Budget | 1. Work with consolidating units on personnel and operating cost | 4/09- 9/09 |
| | 2. Work with financial advisor on debt schedules | 4/09 - 9/09 |
| 6. Address transition of PSAP staff | 6a. Identify transition issues w/Dav/Bett/HR | In progress |
| | 6b. Identify current staff & leave banks | Done |
| | 6c. Develop Job Descriptions: dispatch, supervisors, training/quality control | 12/31/2009 |
| | 6d. Review County HR/Admin Policies to determine | |

2009 Management Agenda

| TARGET | | PRIORITY |
|---|--|---|
| | | Mgmt - High |
| LEADERSHIP DEVELOPMENT PROGRAM | | |
| Responsibility: | Mary Thee | |
| Key Issues | Actions | Time |
| 1. Address Succession Planning organizational wide | 1. Communicating Effectively - Leadership Summit Group #2 | Done |
| 2. Develop strong leadership skills to address difficult economic times | 2. Coaching Employees - Leadership Summit Group #1 | Done |
| | 3. Monthly HR Meeting with Supv - FLSA | Done |
| | 4. Leadership Summit Graduation - Group #1 | Done |
| | 5. Drug Free Workplace Training | Done |
| | 6. Monthly HR Meeting with Supv - FML | Done |
| | 7. Teambuilding Training - Lunch & Learn | Done |
| | 8. Coaching Employees - Leadership Summit Group #2 | Done |
| | 9. Monthly HR Meeting w/ Supv - Drafting a Disciplinary Letter | Done |
| | 10. Leadership Summit Graduation - Group #2 | Done |
| | 11. Identify leaders for Leadership Summit #3 | Done |
| | 12. Monthly HR meeting w/ Supv - Worker's Comp | Rescheduled from Aug to Sep (did AFSCME mgt review instead) |
| | 13. Adaptability & Innovation - Lunch & Learn | Done |
| | 14. Leadership Summit Group #3 - testing and 360 evaluation | 9/1/2009 |
| | 15. Monthly HR Meeting w/ Supv - Worker's Comp | 9/17/2009 |
| | 16. Leadership Summit Group #3 - Boot Camp | 9/17/09 & 9/18/09 |
| | 17. Monthly HR Meeting w/ Supv - TBA | 10/15/2009 |
| | 18. Influence & Negotiation - Lunch & Learn | Oct |
| | 19. Monthly HR Meeting w/ Supv - TBA | 11/19/2009 |
| | 20. Monthly HR Meeting w/ Supv - TBA | 12/17/2009 |
| | 21. Managing Conflict - Lunch & Learn | Dec |
| | | |
| | | |

| <u>TARGET</u> | | <u>PRIORITY</u> |
|---|--|------------------------|
| | | Mgmt - Top |
| SUSTAINABILITY PUBLIC EDUCATION AND AWARENESS PROGRAM FOR COUNTY RESIDENTS | | |
| Responsibility: | Roger Kean | |
| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
| 1. E-newsletter Development | Creation of e-mail newsletter. | Done |
| | Develop e-mail customer database. | Ongoing |
| 2. Green Team Initiatives | Continued participation, coordination, and review of county-wide Green Team Initiatives to incorporate into ongoing Conservation Dept. programs. | Ongoing |
| | Purchased new vehicle | Done |
| 3. Pioneer Village Summer Day Camp Program (Ecology Week) | Review program content to incorporate environmental awareness appropriate to the age group. | Done |
| | Develop new program content. | Done |
| | Implementation. | Done |
| | Evaluate and modify course content as needed. | 9/1/2009 |
| 4. Pioneer Village Green Initiatives | Pioneer Village is implementing the use of white boards posted at different locations during public events | Ongoing |
| 5. Incorporation of Sustainable Building Practices | Incorporate sustainable and green initiatives into new construction design and renovations when possible. | Ongoing |
| | Test and evaluate tankless water heaters and waterless urinals for increased use. | 11/1/2009 |
| | Eagle Scout projects - Wapsi enter | Ongoing |
| 6. Wapsi Center Public Educational Programs | Replace fluorescent lighting with newer ballast and increased efficiency lighting as renovations happen. | Ongoing |
| | Better promotion of existing sustainable initiatives such as Bald Eagle Campground Geothermal; Summit Campground waterless urinal, auto dimming lighting, and tankless water heaters; Pine Grove Cabins tankless water heaters, etc. | 10/1/2009 |
| | Conduct a variety of educational public programs to promote environmental awareness, such as: | Ongoing |
| | School Environmental Education Programs. | Year-round |
| | Schedule and instruct Iowa DNR Prescribed Fire Class. | Done |

2009 Management Agenda

| | | |
|--|---|----------|
| | Schedule and instruct Iowa DNR Boater Education Safety Education. | Done |
| | Quad City Earth Week Fair Sponsorship & Education. | Done |
| | New EnviroKids Program in cooperation with Scott Area Waste Commission, Dav. Parks, Nahant Marsh, and other agencies. | May-Aug |
| | Annual Ediwild teacher education program. | Done |
| | Bald Eagle Days Program | Done |
| | County Garbage Waste Guide | Done |
| | Constructed interpretive kiosk at Wapsi Center | Done |
| | AmeriCorps FUNDED naturalist positions | 9/7/2009 |
| | Established community fundraising opportunity for the Friends of the Wapsi Center, Inc. | Done |
| | Acquired great horned owl | Done |
| | | |
| | | |
| | | |

2009 Management Agenda

| TARGET | | PRIORITY |
|---------------------------------------|---|---|
| | | Mgmt - High |
| GREEN TEAM INITIATIVES | | |
| Responsibility: | Dave Donovan | |
| Key Issues | Actions | Time |
| 1. Enhanced Recycling Efforts | Identify and implement programs Plastics and cans Cardboard Newspaper | Done Done Done |
| 2. Sustainability Policy Involvement | Identify and coordinate transportation Coordinate research Develop Draft policy Submit for adoption | Done Done In-process Rescheduled from Jul to Oct |
| 3. Green Week Project | Identify and coordinate projects/events for National County Week (May 2009) | Done |
| 4. Energy Management Initiative | Initiate Energy/Utility rate/billing audit Formulate energy management strategy | Contract signed 08/09 Rescheduled from Jun-Oct to Sep- Dec |
| 5. Toner/ Cartridge Recycle Project | Staples recycling program Research/test remanufactured products | Ongoing Done - Implemented 08/09 |
| 6. Printing/ Copying Awareness Effort | Implement quality/consistency controls Develop education strategy Implement strategy | Rescheduled from Jul-Aug to Jul-Dec Done Done |
| 7. Green Education Opportunities | Lunch and Learn during County Gov't Week Education Group to identify needs and opportunities Work with HR to implement green education program Work with webmaster to develop on-line curriculum: internal/external | Done Webinar Attendance/Contin ued Tidbits Sep-Dec Sep-Dec |
| 8. Fleet Improvements | Leverage "garbage guide" for community education effort Meet with vehicle advisory committee as part of larger fleet evaluation discussion Identify opportunities for current and future implementation | Done 08/09 Apr-Oct Ongoing- Hybrid vehicles purchased 08/09 |

MANAGEMENT IN PROGRESS

INTERNATIONAL BUILDING CODE: ADOPTION

Responsibility: **Tim Huey**

| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
|--------------------------|-----------------------|--------------------|
|--------------------------|-----------------------|--------------------|

| | | |
|---|---|-----------------------------|
| Coordination of local amendments and adoption of 2009 IBC Code with local jurisdictions | Planning Staff meetings with Quad Cities Area Building Officials to discuss code issues and proposed local amendments | Rescheduled from Aug to Sep |
|---|---|-----------------------------|

| | | |
|--|------------------------------|--|
| | Approval of Ordinance by BOS | Ready for adoption late Sep or early Oct, 2009 |
|--|------------------------------|--|

MANAGEMENT IN PROGRESS

**CONTINUITY OF OPERATION PLAN FOR SCOTT COUNTY:
DEVELOPMENT**

Responsibility: Dave Donovan/Matt Hirst

Key Issues **Actions** **Time**

DELAYED -MOVED TO FUTURE TIME FRAME DUE TO STAFFING

MANAGEMENT IN PROGRESS

EMERGENCY PREPAREDNESS DRILLS: PLAN AND CONDUCT

Responsibility: Larry Barker

| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
|-------------------|----------------|-------------|
|-------------------|----------------|-------------|

| | | |
|--|--|-----------|
| 1. MVRBC Tabletop | Observers | Done |
| 2. NIMS 400 Training | Appropriate county staff attend two day training | Done |
| 3. Duane Arnold Nuclear Training | Attend Training | Done |
| 4. Safeguard Iowa Partnerships (SIP) | Develop local SIP Teams | Ongoing |
| 5. Regional PHP Tabletop Exercise | Participate in exercise | Done |
| 6. RIA Mass Casualty Full Scale Exercise | Coordinate and participate in exercise | 9/30/2009 |

MANAGEMENT IN PROGRESS

HAZARD MITIGATION PLAN: DEVELOPMENT

Responsibility:

Tim Huey

Key Issues

Actions

Time

Approval of HMP Grant by State Department of Homeland Security

Approval of contract with Bi-State for coordination and drafting of HMP

Done

Coordination of participation of local jurisdictions

Kick off meeting with participating local jurisdictions

Done

Identification of potential hazards

May-Nov 2009

Public participation in planning process

Identification of possible mitigation

Nov-Feb 2010

Approval of Hazard Mitigation Plan by BOS and other local jurisdictions

4/1/2010

MANAGEMENT IN PROGRESS

**NOVATIME E-TIME AND ATTENDANCE UPDATE:
IMPLEMENTATION**

Responsibility: **Roxanna Moritz/Matt Hirst**

Key Issues

Actions

Time

1. Introduce the web client for Novatime

1. Training the payroll department

Done

1. Transition to the web client to set up training and a new business plan for payroll

1. Begin initial discussions with the selected test departments.

Done

2. Training for test departments

Done

3. Process the first payroll using the new web client and NT to payroll interface for test departments.

Done

4. After testing and verification are complete, we will begin to add additional departments on to the Web client and provide them with set up and training

Done

5. All County departments except Secondary Roads on the Web client and interface. (Because of the unique circumstances regarding general ledger logistics, the Secondary Roads Department will take additional work to complete.)

7/1/2009

1. As we expand the capabilities of Novatime, we will be adding functions and modifications to Novatime to increase its value to the County.

9/1/2009

MANAGEMENT IN PROGRESS

PERFORMANCE EVALUATION SYSTEM: IMPLEMENTATION

Responsibility: Mary Thee

Key Issues **Actions** **Time**

| | | |
|---|---|-----------------------------|
| 1. Improve timely utilization of employee evaluation system | 1. HR & IT complete data transfer to Success Factors | Done |
| | 2. Hold training sessions for supervisors & managers (2 sessions all departments - 54 attended) | Done |
| | 3. Hold training sessions for Jail & Sheriff personnel (4 sessions - 29 attended) | Done |
| | 4. Goal Setting lunch & learn | Done |
| | 5. All evaluations done on new system | Done |
| | 6. No longer accept evaluations in the old system | Done |
| | 7. Evaluate bonus program language in HR Policy F | In progress |
| | 8. Recommendation to BOS on any policy changes to bonus program | Rescheduled from Aug to Sep |
| | 9. Hold Dashboard and Report training on SuccessFactors for Supervisors/Managers | 10/16/2009 |
| | 10. IT shut off access to old evaluation system | 12/31/2009 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

MANAGEMENT IN PROGRESS

IMAGING PROGRAM: CONTINUATION

Responsibility:

Dave Donovan/Matt Hirst

Key Issues

Actions

Time

1. Expanded Record Series

1. Work with users to identify record series

Ongoing

2. Program Evaluation

2. Evaluate staffing, hardware, and software

Ongoing

3. Ensure Program Supports Green Efforts

3. Identify and recommend methods to ensure program is supportive of green efforts

4. Confidentiality

(i.e electronic signatures, disposal of records)

5. HIPAA Compliance

4. Policy Review

Ongoing
Every 2 years

5. Process Audit

Annually

MANAGEMENT IN PROGRESS

SERVICE DESK APPLICATION: PROJECT IMPLEMENTATION TRACKING SYSTEM

Responsibility: Matt Hirst/Dave Donovan

| <u>Key Issues</u> | <u>Actions</u> | <u>Time</u> |
|-------------------|----------------|-------------|
|-------------------|----------------|-------------|

| | | |
|----------------------------|-----------------------|------|
| 1. Stakeholder Involvement | 1.a. Evaluate options | Done |
|----------------------------|-----------------------|------|

| | | |
|-------------------------------------|---|-----------------------------|
| 2. RFP/Bid for Application Software | 2.a. Send RFP/Bid to prospective vendor group | Rescheduled from May to Sep |
| | 2.d. Award RFP/Bid | Rescheduled from Jul to Oct |

| | | |
|--------------------------|---|-----------------------------|
| 3. Implement Application | 3.a. Setup Server | Rescheduled from Jul to Oct |
| | 3.b. Install/Configure Application Software | Rescheduled from Jul to Oct |
| | 3.c. Train | Rescheduled from Jul to Oct |
| | 3.d. Deploy to end users | Rescheduled from Jul to Oct |

