

SCOTT COUNTY

ACTION OUTLINES

2010 - 2011

To: Board of Supervisors

From: Dee F. Bruemmer

Date: July 6, 2010

POLICY AGENDA 2010 – 2011

TOP PRIORITY

1. Balanced Budget with Fund Balance
2. *IT Master Plan Complete*
3. Mental Health Funding
4. Air Quality Pledge
5. *Blue Ribbon Committee II (delay?)*

HIGH PRIORITY

6. Rail Service: Chicago to Iowa City
7. Rock Island Arsenal: Marketing and Lobbying
8. Lake Canyada Resolution
9. *County Space Needs Study starts April 2011*
10. Sustainability Plan for County

MANAGEMENT AGENDA 2010 – 2011

TOP PRIORITY

11. Vendor Cost Analysis
12. Diversion Programs: Performance Measurement
13. EMA Education
14. County Fleet Evaluation
15. Q C First: Performance Monitoring

HIGH PRIORITY

16. Executive Volunteer Program
17. Energy Audits/Actions
18. Lost Grove Lake: I JOBS funding
19. Health Director: Transition

MANAGEMENT IN PROGRESS

1. SECC

2. LEAN / Wall of Savings
3. Revenue Book
4. Fine Collections
5. Juvenile Court Services Remodel
6. Courtroom Technology
7. Pollbook Technology for Reduce Costs of Elections
8. Security Installation for Elections
9. Evaluate Fee for Service versus Block Grant
10. Health Department Accreditation
11. *FLSA Audit complete*
12. PC Desktop Replacement
13. Telephone Upgrade
14. Juvenile Detention Database
15. Countywide Hazard Mitigation Plan
16. Building Code Updates
17. *Computer upgrades in Jail - Wristband Project (not feasible)*

<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	Monitor revenue for FY10 -11 Monitor expenses by department for FY10 Approval 2nd Budget Amendment	Monthly Done Done
2. Cost Savings for FY11	Develop targets for Board Approval: Savings for FY11 \$500,000 on-going expense and 6,240 staff hours Report expenses to Board	Done Quarterly
3. Monthly dashboards for High Priority Program	Develop monthly report for key program areas which have outside influences. The threshold would be programs with large savings in usage or funding swings 1. Average daily inmate population 2. Fine payment program 3. Golf revenue 4. Recording of instruments 5. Building permits	May 2010 on-going

2010 Policy Agenda

TARGET		PRIORITY
		Policy - Top
IT Master Plan		
Responsibility: Matt Hirst/Sarah Kautz		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1) Stakeholder involvement and participation	1) Identify stakeholder group	Completed
	2) Develop template to identify current software and interface applications	Completed
	3) Gather stakeholders to discuss templates returned	Completed
	4) Identify software systems to be included in RFP.	Completed
	5) Determine RFP template	Completed
2) IT Master Plan RFP	1) Send RFP to prospective vendor group	Completed
	2) Allow questions from vendors	Completed
	3) Deadline for returning RFP to county	Completed
	4) Award RFP	Completed
3) On-site Work	1) SWOT Analysis by department	Completed
	2) Kick-Off Meeting	Completed
	3) On-site Work	Completed
4) Draft Plan		Completed
5) Final Plan	Board Approval	Completed

2010 Policy Agenda

TARGET		PRIORITY
		Policy - Top
Mental Health Funding		
Responsibility: Lori Elam		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
The state needs to provide appropriate levels of funding for MH/DD services	1. Monitor Legislation and Appropriation Bill during Legislative session	January 2011-April 2011
	2. Provide impact information of new bills to Legislators	January 2011-April 2011
	3. Provide the Board of Supervisors and the MH/DD Advisory Committee current budget information as well as future budget projections (expenditures, revenues, fund balance)	October 2010-March 2011
	4. Assist the MH/DD Advisory Committee in developing a Plan of Reductions if needed and present to the Board of Supervisors	January 2011-February 2011
	5. Work with local providers and the community to develop advocacy and educational opportunities with Legislators	January 2011-June 2011
Work with the Department of Human Services in the planning stages to address the impacts of HealthCare Reform	1. Monitor Legislation and appropriations for expanded Medicaid Services	January 2011-April 2011
	2. Explore the impacts of HealthCare Reform on the county, both GA and MH/DD budgets and programs/services	July 2010-June 2011
The MH/DD system will be reviewed in terms of services and gaps.	1. Participate on workgroups in HF 2526 to understand impacts in services with RCF's, Subacute Care facilities and ID Waiver slots	August 2010-June 2011

2010 Policy Agenda

<u>TARGET</u>		<u>PRIORITY</u>
		Policy - Top
Air Quality Pledge		
Responsibility: Dave Donovan/Green Team		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. Implementing practices new to the County	1. Identify affected departments and key staff for each practice	July 15, 2010
	2. Develop tracking tool and metric for each practice	August 30, 2010
	3. Assign reporting requirements for each practice.	August 30, 2010
	4. Report quarterly to Board.	October 12, 2011 - ongoing
2. State workgroup on PM2.5	1. Report workgroup progress - Bi-State staff on committee. Meetings are July 8, August 5, September 2, October 7, November 4	Final Report - Nov 2010

2010 Policy Agenda

<u>TARGET</u>		<u>PRIORITY</u>
		Policy - Top
Blue Ribbon Committee II		
Responsibility: Dee Bruemmer		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. Determine areas of interest	1. Review work of Blue Ribbon Committee with Bi-State	April 6, 2010
	2. Board determine if issue should be delayed.	July 6, 2010

2010 Policy Agenda

<u>TARGET</u>		<u>PRIORITY</u>
		Policy - High
Rail Service from Chicago to Iowa City		
Responsibility: Larry Minard/ Dee Bruemmer		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Advocate for funding and support at all levels of government	1. Serve on committees and work groups at the Board level.	On-going
	2. Represent Scott County and the entire Quad Cities when appropriate at various meetings and functions	On-going
	3. Actively lobby for fund for the designated projects	On-going

2010 Policy Agenda

<u>TARGET</u>		<u>PRIORITY</u>
		Policy - High
Rock Island Arsenal: Marketing and Lobbying		
Responsibility: Tom Sunderbruch/Dee Bruemmer		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Lobby for federal funding for designated programs and projects	1. Continue to fund Arsenal lobbyist group with area governments	On-going
	2. Represent Scott County on Task Force group and at meetings and on trips to D.C.	On-going
Participate on Task Force and committees to further the mission of the Arsenal in economic growth	1. Share information on Arsenal projects and funding	On-going

2010 Policy Agenda

TARGET	PRIORITY	
	Policy - High	
Lake Canyada Resolution		
Responsibility: Roger Kean/Dee Bruemmer		
<u>Key Issues</u>	<u>Actions</u>	
<u>Time</u>		
End Agreement	Notified I & R Properties of Conservation Board's desire to not renew their Waste Treatment Agreement contract after August 2010.	Done
	Hired engineer to provide cost estimates for other options.	Done
	Received preliminary report and cost estimates.	Done
	Notified I & R Properties Davenport Option was not feasible.	Done
	Wrote letter to Lake Canyada residents updating of situation.	Done
	County Attorney re-notified I & R's legal counsel that they must find their own treatment option.	Done

2010 Policy Agenda

TARGET		PRIORITY
		Policy - High
County Space Needs Study		
Responsibility: Dave Donovan		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Space Master Plan is 10 years old	Determine scope of work	March 2011 - April 2011
Situational changes have occurred in some departments	Solicit RFQ for space consulting work	May 2011 - June 2011
Better information is needed for capital planning process	Hire consultant	July 2011 - Aug 2011
	Conduct study	Sept 2011 - Dec 2011
	Identify future projects	Dec 1 2011 - Dec 30 2011
	Update capital plan	Dec. 2011

2010 Policy Agenda

TARGET		PRIORITY
		Policy - High
Sustainability Plan for County		
Responsibility: Dave Donovan/Dee Bruemmer		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Ensure community dialog occurs	Execute contract with Bi-state for professional services to facilitate the planning process	Completed
Buy-in and ownership from all sectors of the community	Vision the planning process to ensure county objectives are met	Completed
Public and media relations	Define steering committee	Completed
	Define focus area and determine assessment process	Jun 2010 - July 2010
	Identify tools for gathering input and background data	Jun 2010 - July 2010
	Execute the process of soliciting input from the community	July 2010 - August 2010
	Perform a gap analysis	Sept 2010 - Oct 2010
	Bi-state delivers final report	Nov 2010 - Nov 2010
	Board adoption and integration into existing county policies	Nov 2010 - Dec 2010

2010 Management Agenda

<u>TARGET</u>	<u>PRIORITY</u>	
	Management - Top	
Diversion Programs: Performance Measurement		
Responsibility: Denny Conard/Sarah Kautz		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. St. Ambrose	Continue conducting inmate survey and tabulating results	On-going
2. Loss of Diversion Program with Vera French	Study of typical inmate	
	Track inmates/clients that were in programs to determine if they have returned to jail	Feb - Aug 2010
	Review results to determine budget impact	September 1, 2010

2010 Management Agenda

<u>TARGET</u>		<u>PRIORITY</u>
		Management - Top
EMA Education		
Responsibility: Brian Hitchcock/Dee Bruemmer		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. Community education on EMA tax levy and SECC budget, capital and operating	1. Develop draft education material in presentation format	Done
	2. Preview to Board of Supervisors	July 6, 2010
	3. Finalize presentation materials	July 19, 2010
	4. Schedule meetings with stakeholder groups	July 20, 2010
	5. Complete meetings with all groups	Jul 2010 - Oct 2010

2010 Management Agenda

TARGET		PRIORITY
		Management - Top
County Fleet Evaluation		
Responsibility: Dave Donovan/Dee Bruemmer		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Ambiguous role of Vehicle Advisory Committee	Re-define the role of the Vehicle Advisory Committee	Aug 2010 - Oct 2010
Vehicle right-sizing	Conduct a fleet analysis	Nov 2010 - Feb 2010
Greening the fleet	Present fleet analysis to Board for direction	May 2010 - Apr 2011
Cost effectiveness of vehicle maintenance Reducing and managing on-going vehicle fleet costs	Implement Board direction	May 2011 - ongoing

2010 Management Agenda

TARGET	PRIORITY	
	Management - Top	
QC First: Performance Monitoring		
Responsibility: Dee Bruemmer		
Key Issues	Actions	Time
1. Adopt Regional Growth Strategy	Summit of Elected Officials to offer input to plan.	Completed
2. Workplan for 2010	Communicate /share milestones of QC First workplan; monthly metrics and business recruitment activities with Board	April & on-going
	Share Targeted Industry Analysis Summary Report	Completed
	Website reworked to reflect marketing plan and bonding	August 1, 2010

<u>TARGET</u>		<u>PRIORITY</u>
		Management - High
Executive Volunteer Program		
Responsibility: Dee Bruemmer/Mary Thee		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. Develop outline of program goals	1. Prepare one page program sheet to use to match individuals	August 15, 2010
2. Identify county positions to match with volunteers	1. Work through department heads to identify job positions.	September 15, 2010
	2. Share program with Chamber staff and Board to determine participation	October 1, 2010
	3. Pilot first matches	October 1 - December 2010

2010 Management Agenda

<u>TARGET</u>		<u>PRIORITY</u>
		Management - High
Energy Audits/Actions		
Responsibility: Dave Donovan		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Leveraging partnership with City of Davenport	Enroll in Energy Partners program with Mid-American Energy	Jun 2010 - July 2010
Leveraging partnerships with local utilities	Develop joint RFP for additional professional services	Completed
Providing Capital dollars and/or alternative financing methods to implement audit findings	Complete audit process in as many county owned facilities as funds will allow	July 2010 - Sept 2010
	Prioritize audit findings	Oct 2010 - Nov 2010
	Develop energy projects for inclusion into future CIP budget periods	Nov 2010 - Dec 2010

<u>TARGET</u>		<u>PRIORITY</u>
		Management - High
Lost Grove Lake: I JOBS Funding		
Responsibility: Roger Kean		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Assist DNR with Funding request	Submitted funding request to Capital/Infrastructure Subcommittee.	Completed
Legislative Contact	Made several contacts with local legislators	Completed
	Received confirmation of \$2 million appropriation for project.	Completed
	Awarding of Construction Bid.	Completed
	Begin dam construction and possible ribbon-cutting.	Summer 2010

2010 Management Agenda

TARGET		PRIORITY
		Management - High
Health Director: Transition		
Responsibility: Mary Thee		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. Select Health Director to lead department	1. Meet with Board of Health	Completed
	2. Determine composition of Selection Panel	Completed
	3. Communicate with staff about process and role.	Completed
	4. Update existing job description	Completed
	5. Meet with Selection panel to discuss posting and develop supplemental questions	Completed
	6. Post and advertise opening of position	Completed
	7. Distribute applicant information to Selection Panel	Completed
	8. Meet with Selection Panel to finalize questions and determine interview candidates	Completed
	9. Conduct interviews	July 10, 2010
	10. Reference check finalist(s)	July 15, 2010
	11. Offer position to candidate/BOH formal approval	July 30, 2010
	12. Health Director starts	September 10, 2010

MANAGEMENT IN PROGRESS		
SECC		
Responsibility: Brian Hitchcock/Dave Donovan/Matt Hirst		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. Consolidation and supervision of disparate personnel groups.	Transition staff to SECC organization, including payroll and policies	July 1, 2010
2. Coordination of a multi-faceted building project	Transition radio infrastructure for all Scott County responder agencies to RACOM system.	Apr 2009 - Sept 2010
3. Coordination of a complex system of technology and technology infrastructure	Complete the building project	Sep 2009 - Jan 2011
4. Current disparate operating standards, procedures and policies.	Build-out and implement CAD/RMS software and system	Jan 2010 - October 2010
5. Managing complex system of project funding.	Procure and implement radio central electronics system	Oct 2009 - Mar 2011
6. Address need for competent back-up facilities and off-site storage for EMA physical assets	Procure and implement 911 telephone system	Nov 2009 - Mar 2011
	Procure and implement core network equipment, connectivity, building network and administrative telephone system	Mar 2010 - Mar 2011
	Facilitate collaborative development and implementation of police and fire dispatching procedures	Feb 2009 - Mar 2011
	Develop SECC policy manual	Mar 2010 - July 2010
	Design and implement dispatch training program	Apr 2010 - Oct 2010
	Design and implement dispatch quality assurance program	Apr 2010 - Oct 2010
	Procure and install specialized console furniture for dispatch center	Mar 2010 - Nov 2010
	Procure and install all other furniture and equipment for completed center	Mar 2010 - Feb 2011
	Procure and install central recording system for telephone and radio systems	Apr 2010 - Feb 2011
	Transition SECC administrative staff to new building	January 1, 2011
	Transition EMA administrative staff to new building	February 1, 2011
	Transition dispatch operations staff from four agency locations to new building	March 1, 2011
	Design and procure Tremont building addition for EMA physical asset storage	Sept. 2010 - Sept 2011

SECC continued

	Design and implement improvements to Courthouse location for back-up center, including physical alterations, connectivity, technology and furniture.	Sept 2010 - Dec 2011
	Payroll transition (identify leave banks, IT create link for Bettendorf to log work hours	June, 2010
	Recruitment for Training Quality Assurance Manager	Done
	Recruitment/Hiring for Dispatch Supervisors	Apr 2010- June 2010
	Recruitment/Hiring for Warrant Clerk	December 1, 2010
	Recruitment/Hiring for Administrative Assistant	Dec, 2010
	Recruitment/Hiring additional Dispatchers	June, 2010
	All Employee Orientation	Done
	Develop employee distribution lists for e-mail	Done
	Develop employee work schedules	Done
	Supervisors Training on supervision skills	Dec. 2010
	Change & Teamwork Training for Employees	Dec. 2010
7. SECC Bonds	Adopt procedures for Build American Bonds	Done
8. Reconstitute E911 Board for Wireless State shared revenue	Develop membership for Board	Done
	Send letters to obtain names of representatives for membership.	July 15, 2010
	Prepare draft Bylaws	August 1, 2010
	Hold meeting/adopt Bylaws	August 30, 2010
	Register information with State	September 15, 2010

MANAGEMENT IN PROGRESS

LEAN/Wall of Savings

Responsibility: Dee Bruemmer/Sarah Kautz

Key Issues

Actions

Time

1. Wall for 2011

Recommend targets to Board
Post progress
Report every two months

July 6, 2010

2. Develop incentive program to further lean strategy

Recommend strategies to push out lean training and analysis

September 15, 2010

MANAGEMENT IN PROGRESS		
Revenue Book		
Responsibility: Sarah Kautz/Chris Berge		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1) Indentify ALL revenue sources in Scott County	Identify general ledger & description that revenue is posted to .	August 10, 2010
	Give brief explanation of revenue and why we receive the revenue	August 11, 2010
	Identify Scott County employee responsible for revenue (billing, depositing, etc)	August 12, 2010
	Identify from whom revenue is received (i.e. State of Iowa, Federal govt)	August 13, 2010
	Identify how often we receive the revenue (i.e. Monthly, Quarterly, Yearly)	August 14, 2010
	Identify if there is a delay in revenue (i.e. Sales tax is received two months following the month in which it was collected)	August 15, 2010
	Identify if the money is restricted for special use, or carried over if not spent	August 16, 2010
2) Publish revenue book on intranet for easy research	(i.e. forefited assets are restricted for a special use, and are carried over from year to year if not used in the period in which they were received)	August 17, 2010
	Revenue book should be easily accessible in the intranet or internet for employees to use.	September 10, 2010
3) Updating Revenue book	Revenue book should be updated yearly to assure that any changes or additions are captured.	September 1, 2011

MANAGEMENT IN PROGRESS

Fine Collections

Responsibility: Mike Walton

Key Issues

Actions

Time

1.) Increase our collection efforts

A.) To incorporate our Driver License Reinstatement Program with the General Collections through utilization of two new court time slots.

DONE - Began June 2010

B.) To obtain Workforce Development Software.

REGISTERED - 7/1/2010, Still need installation by IT

C.) Amy DeVine and Alma Bakoylis will attend the National Court Collections Conference.

REGISTERED - 10/1/2010

2.) Continue to develop our database

A.) Work with Information Systems to fine tune the new database.

COMPLETED - But some features are modified after use.

B.) Work on continued reporting efforts.

COMPLETED - In April. Alterations are still needed as an ongoing basis.

MANAGEMENT IN PROGRESS

Juvenile Court Services Remodel

Responsibility: Dave Donovan

<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Security and separation from Jail spaces during demolition, construction and occupancy	Devise security plan for approval by Sheriff's Office	Completed
Heavy demolition work in former jail areas	Finalize demolition plans	Completed
Design space to meet JCS work flow and space requirement	Finalize construction plans	Completed
Current lease expires March 31, 2011	Solicit demolition bids and award contract	Completed
	Solicit construction bids and award contract	Completed
	Complete demolition work	Completed
	Complete construction work	Apr 2010 - Jan 2011
	Solicit bids for telecom work	July 2010 - Aug 2010
	Devise and implement furniture plan	Completed
	Coordinate and execute office move	Jan 2011 - Feb 2011

MANAGEMENT IN PROGRESS

Courtroom Technology

Responsibility: Dave Donovan/Mike Walton

Key Issues

Actions

Time

Identify Need in terms of location, equipment and scope

Survey all Courtrooms

Completed

Look for opportunities to make other cost effective improvements.

Draft and approve a scope of work and a project budget

Apr 2010 - Jun 2010

Address Connectivity Issues

Solicit RFP's for consulting and/or contracting for the installation of the electronic equipment.

July 2010 - Aug 2010

Solicit bids for physical improvement work including carpet replacement, wall and/or ceiling repairs

July 2010 - Aug 2010

Manage installation and construction work

Sept 2010 - Feb 2011

MANAGEMENT IN PROGRESS		
Pollbook Technology for Reduce Costs of Elections		
Responsibility: Matt Hirst/Roxanna Moritz		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1) Identify equipment options	a. IT and Auditor staff to review pricing options and utility of various equipment possibilities	Completed
2) Evaluate utility of equipment options for use by precinct election officials in the field	a. Auditor staff to develop evaluation instrument for use by previously trained precinct election officials to aid in evaluation	Completed
	b. Auditor staff to identify ten officials to conduct evaluation and set schedule for evaluation	Completed
	c. Auditor staff to compile and analyze results of evaluation	Completed
3) Acquire and prepare hardware	a. IT and Auditor to select appropriate equipment based on price and utility considerations	Completed
	b. After equipment purchase IT staff to prepare and image each e-poll book & install Precinct Atlas program	Sept., 2010
	c. Auditor staff to insure operability of each e-poll book & maintain voter registration file	Sept., 2010
4) Select precincts to use e-poll books	a. Auditor staff to compile turnout statistics and area demographics for each precinct	March 1, 2010
	b. Auditor staff to select precincts based on turnout and perceived likelihood of success	July 31, 2010
	c. Auditor staff to schedule and conduct small group training of precinct election officials prior to general election	September-October, 2010
5) Maintenance, Upgrades & Modifications	a. Auditor staff to keep Precinct Atlas program up-to-date with any modifications or changes from Secretary of State Office	On-going
	b. Auditor staff to review program and recommend modifications as appropriate to Secretary of State Office	On-going
6) Evaluation by Auditor Staff	a. Evaluate program for efficiency and accuracy in handling voters in polling place	November-December, 2010
	b. Evaluate program for efficiency and cost savings in satellite/absentee voting & updating voter records	November-December, 2010

MANAGEMENT IN PROGRESS		
Security Installation for Elections		
Responsibility: Dave Donovan/Roxanna Moritz		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Physical security for ballots, election equipment and computers	Implement access control at critical areas	Completed
Access control and surveillance of critical storage areas	Design and implement CCTV system(s) to allow for archival of surveillance of critical locations	Completed
Ability to store and retrieve information regarding access to sensitive election material and equipment	Train Auditor's Office on operation and data retrieval	Completed
Dual locations - Administrative Center and Tremont storage area	Schedule on-going preventive maintenance for systems.	On-going
	Address security concerns at off-site storage	May - Aug 2010

MANAGEMENT IN PROGRESS		
Evaluate Fee for Service vs. Block Grant		
Responsibility: Lori Elam		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Need better accountability for funds provided to VFCMHC	1. Discussion of current funding practices and issues with VF	Completed
	2. Review other counties "block grant/fee for services" policies and procedures	March 2010- July 2010
	3. Review lists of Insured vs Uninsured and Medicaid vs Non-Medicaid	April 2010- June 2010
	4. Evaluate use of Sliding Fee Scale	April 2010- June 2010
Ensure county dollars are being spent on Scott County legally settled individuals	1. Train VF staff to use the MH/DD web-based system	June 2010-July 2010
	2. Ensure VF is billing other counties for services provided to non-Scott County legally settled individuals	April 2010-June 2010
Review options: Fee for Service vs Block Grant for FY12	1. If Fee for Service, develop transition plan so as not to hurt cash flow for VF	August 2010-May 2011

MANAGEMENT IN PROGRESS

Health Department Accreditation Phase I

Responsibility: Larry Barker

Key Issues

Actions

Time

Accreditation Preparation-Self Assessment

Identify a project team leader.

Completed

Identify a project team.

Completed

Meet as a project team to review/determine/gather evidence.

Bi-Weekly

Gather and submit electronic evidence for 5 of the 11 components of the Iowa Public Health Standards.

Completed

Participate in Iowa Department of Public Health conference calls.

Completed

Host an Iowa Department of Public Health Site Visit.

Completed

Gather and submit electronic evidence for the 6 remaining components of the Iowa Public Health Standards.

Completed

Submit final report to IDPH detailing the process, achievements, lessons learned, smart practices and a draft initial plan to prepare the jurisdiction for accreditation.

July 30, 2010

MANAGEMENT IN PROGRESS

FLSA

Responsibility: Mary Thee

Key Issues

Actions

Time

1. Determine exempt employees are properly classified and compensated

1. Review 2000 classification of employees

Completed

2. HR staff meet and analyze positions within exempt categories of FLSA

Completed

3. Determine positions requiring review with departments to discuss specific job duties

Completed

4. Meet with individual department heads and key personnel

Completed

5. Dept Heads notify affected staff of any changes

Completed

6. Finalize updates

Completed

7. Present final updates to Dept Heads and Elected Officials

Completed

8. Notify Payroll of changes

Completed

MANAGEMENT IN PROGRESS		
PC Desktop Replacement		
Responsibility: Matt Hirst		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. Determine Recommended Solution	a. Evaluate Options	Done
2. RFP/Bid for Phase 1 PC's	a. Send RFP/Bid to prospective vendor group	Done
	b. Deadline for returning RFP/Bid to county	Done
	c. Award RFP/Bid	Done
3. Implement Phase 1 PC's (By Department)	IT	Done
	SECC	Done
	Administration	Done
	FS&S (6th Floor)	Done
	Decategorization	Done
	Auditor	Done
	Sheriff (Admin Lower Level CH)	Done
	Attorney	Done
	Health	Done
	Assessor	Done
	Recorder	Done
	Community Services	Done
	Secondary Roads	Done
Planning and Development	Done	
2. RFP/Bid for Phase 2 PC's	Send RFP/Bid to prospective vendor group	Done
	Deadline for returning RFP/Bid to county	Done
	Award RFP/Bid	Done
4. Implement Phase 2 PC's (By Department)	JDC	Done
	Treasurer	16-Jul-10
	Sheriff (Admin Pavillion)	23-Jul-10
	Sheriff (Jail)	30-Jul-10
	Sheriff (Tremont)	13-Aug-10
	Sheriff (Investigations)	3-Sep-10
	Conservation	1-Oct-10

MANAGEMENT IN PROGRESS		
Telephone Upgrade		
Responsibility: Matt Hirst		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. Determine Recommended Solution	a. Evaluate Options	Completed
2. Bid for VoIP Network Infrastructure	a. Send RFP/Bid to prospective vendor group	Completed
	b. Deadline for returning RFP/Bid to county	Completed
	c. Award RFP/Bid	Completed
3. Bid for VoIP System and Handsets	a. Send RFP/Bid to prospective vendor group	June 28, 2010
	b. Deadline for returning RFP/Bid to county	July 16, 2010
	c. Award RFP/Bid	August 6, 2010
4. Implement VoIP System	a. Setup Network Infrastructure	August 20, 2010
	b. Setup VoIP & Voicemail Servers	August 27, 2010
	c. Install/Configure Application Software	August 31, 2010
	d. Train IT support personnel	September 15, 2010
5. Implement Handsets (By Department)	a. IT	September 30, 2010
	b. SECC - Courthouse	October 15, 2010
	c. Administration	October 31, 2010
	d. FS&S (6th Floor)	October 31, 2010
	e. Sheriff (Admin Lower Level CH)	November 15, 2010
	f. Sheriff (Admin Pavilion)	November 15, 2010
	g. Sheriff (Investigations)	November 15, 2010
	h. Attorney	November 31, 2010
	i. SECC - 4600	December 31, 2010
	j. Sheriff (Jail)	TBD
	k. Sheriff (Tremont)	TBD
	l. Decategorization	TBD
	m. Auditor	TBD
	n. Assessor	TBD
	o. Recorder	TBD
	p. Health	TBD
q. Community Services	TBD	
r. Treasurer (AC)	TBD	
s. Treasurer (GS)	TBD	
t. Secondary Roads	TBD	
u. Planning and Development	TBD	

	v. Conservation	TBD
	w. Courts	TBD
	x. DHS	TBD
	y. JCS	TBD
	z. Wrap-Up	TBD

MANAGEMENT IN PROGRESS		
Juvenile Detention Database		
Responsibility: Jeremy Kaiser		
<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
1. Functional/effective software program	1. Work with John Heim from I.T. to make software updates and changes to coincide licensing requirements/center needs for software, and ensure software functions well	Completed
2. Operational hardware	2. Work with I.T, to have wireless router installed and activated	Completed
3. Staff training	3. Laptop/ rolling cart ordered and installed	Completed
	4. Meet individually with all center staff to train them on software	Completed
4. Implement intake portion of database	5. Go live with program- incorporate into admission procedure	Completed
5. Scanning - move to paperless	6. Work with I.T. to develop scanning capability for case records	August 1st, 2010
6. Staff training	7. Train staff individually on scanning of case records	September 1st, 2010

MANAGEMENT IN PROGRESS

Countywide Hazard Mitigation Plan

Responsibility: Tim Huey

Key Issues

Actions

Time

Drafting of Plan

Review of Final Draft of Plan by Committee

Completed

Public Hearing on Plan

Completed

Adoption of Plan

Adoption of Plan by BOS

October, 2011

Adoption of Plan by municipalites

Nov,11-May,12

MANAGEMENT IN PROGRESS

Building Code Updates

Responsibility: Tim Huey

Key Issues

Actions

Time

Coordination of local amendments and adoption of 2009 IBC Code with local jurisdictions

1. Planning Staff meetings with Quad Cities Area
2. Building Officials to discuss code issues and proposed local amendments
3. Approval of Ordinance by the City of Bettendorf and the City of Davenport
4. Approval of Ordinance by BOS

Completed

Jul-Sept 10

October, 2010

MANAGEMENT IN PROGRESS

Computer Upgrades in Jail - Wristband Project

Responsibility: Denny Conard/Matt Hirst

<u>Key Issues</u>	<u>Actions</u>	<u>Time</u>
Cancelled	Software programs can not communicate. There are with two different vendors solution is not possible at this time.	

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