SCOTT COUNTY

ACTION OUTLINES

2010 - 2011

To: Board of Supervisors

From: Dee F. Bruemmer

Date: October 28, 2010

POLICY AGENDA 2010 – 2011

TOP PRIORITY

1. Balanced Budget with Fund Balance

2. Mental Health Funding

3. Air Quality Pledge

HIGH PRIORITY

4. Rail Service: Chicago to Iowa City

5. Rock Island Arsenal: Marketing and Lobbying

6. *County Space Needs Study starts April 2011*

7. Sustainability Plan for County

MANAGEMENT AGENDA 2010 – 2011

TOP PRIORITY

8. County Fleet Evaluation

9. Q C First: Performance Monitoring

HIGH PRIORITY

10. Executive Volunteer Program

11. Energy Audits/Actions

MANAGEMENT IN PROGRESS

1. SECC

2. LEAN / Wall of Savings

3. Revenue Book

4. Juvenile Court Services Remodel

5. Courtroom Technology

6. Pollbook Technology for Reduce Costs of Elections

7.   Evaluate Fee for Service versus Block Grant

8.   PC Desktop Replacement

9.   Telephone Upgrade

10.   Juvenile Detention Database

11.   Countywide Hazard Mitigation Plan

12.   Building Code Updates

COMPLETED GOALS

1. IT Master Plan

2. Lake Canyada Resolution

3. Vendor Cost Analysis

4. Diversion Programs: Performance Measurement

5. EMA Education

6. Lost Grove Lake: I JOBS funding

7. Health Director: Transition

8. Fine Collections

9. Security Installation for Elections

10. Health Department Accreditation

11. FLSA Audit

TARGET		PRIORITY
		Policy - Top

Balanced Budget with Fund Balance

Responsibility: Dee Bruemmer/Sarah Kautz

Key Issues	Actions	Time
1. Fund Balance	Monitor revenue for FY11	Monthly
	Monitor expenses by department for FY11	Quarterly
	Final FY10 Budget Balance Fund Balance - $7,069967 (16.5%)	Completed
2. Cost Savings for FY11	Develop targets for Board Approval: Savings for FY11 $500,000 on-going expense and 6,240 staff hours	Completed
	Report expenses to Board	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	May 2010 on-going
	1. Average daily inmate population	
	2. Fine payment program	
	3. Golf revenue	
	4. Recording of instruments	
	5. Building permits	

TARGET		PRIORITY
		Policy - Top
Mental Health Funding		
Responsibility: Lori Elam		
Key Issues	**Actions**	**Time**
Federal Government needs to extend FMAP to June 30, 2011.	1. Monitor and advocate for the enhanced FMAP extension to June 30, 2011.	Completed
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 Supervsiors 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
	2. Serve as member of "Equal Access-ID Waiver Slot" Workgroup	August 2010-December 2010

TARGET		PRIORITY
		Policy - Top
Air Quality Pledge		
Responsibility: Dave Donovan/Green Team		
Key Issues	**Actions**	**Time**
1. Implementing practices new to the County	1. Identify affected departments and key staff for each practice	Completed
	2. Develop tracking tool and metric for each practice	Completed
	3. Assign reporting requirements for each practice.	Sept 2010
	4. Report quarterly to Board.	October 12, 2010 - 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
	2. Final recommendation to Environmental Protection Commission for comment	Nov - Dec 2010

TARGET		PRIORITY
		Policy - High
Rail Service from Chicago to Iowa City		
Responsibility: Larry Minard/ Dee Bruemmer		
Key Issues	**Actions**	**Time**
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
	a) Sent letters of support from Board July 21, 2010.	Completed
	b) Reviewed priority with Grassley staff August 9, 2010	Completed
	c) Represent QC at Iowa DOT Meeting on October 12, 2010	Completed
	d) Received federal grant for $230 million for high speed rail	October 25, 2010

TARGET		PRIORITY
		Policy - High
Rock Island Arsenal: Marketing and Lobbying		
Responsibility: Tom Sunderbruch/Dee Bruemmer		
Key Issues	**Actions**	**Time**
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
Continue relationship with lobbyist Hurt Norton	1. Meet with lobbyist and particpate in giving directionf or funding areas	On-going
	2. Work with mayors and administrators on issues	On-going/monthly

TARGET		PRIORITY
		Policy - High

Sustainability Plan for County

Responsibility: Dave Donovan/Dee Bruemmer

Key Issues	Actions	Time
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	Completed
	Identify tools for gathering input and background data	Completed
	Execute the process of soliciting input from the community	Completed
	Perform a gap analysis	In-process
	Develop goals, objectives and measurement for final plan.	In-process
	Bi-state delivers draft report	November 2010
	Board adoption and integration into existing county policies	December 2010

TARGET		PRIORITY
		Management - Top
County Fleet Evaluation		
Responsibility: Dave Donovan/Dee Bruemmer		
Key Issues	**Actions**	**Time**
Ambiguous role of Vehicle Advisory Committee	Re-define the role of the Vehicle Advisory Committee	Jul 2011 - Sep 2011
Vehicle right-sizing	Conduct a fleet analysis	Sep 2011 - Dec 2011
Greening the fleet	Present fleet analysis to Board for direction	Jan 2012
Cost effectiveness of vehicle maintenance	Implement Board direction	Mar 2012 - ongoing
Reducing and managing on-going vehicle fleet costs		

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 branding	Completed
	Presentation to the Board and update by QC First Staff	November 9, 2010

TARGET		PRIORITY
		Management - High
Executive Volunteer Program		
Responsibility: Dee Bruemmer/Mary Thee		
Key Issues	**Actions**	**Time**
1. Develop outline of program goals	1. Prepare one page program sheet to use to match individuals	Completed
2. Identify county positions to match with volunteers	1. Review with department heads	Completed
	2. Share program with Chamber staff and Board to determine participation	Completed
	3. Place program on intranet for employees	November 2010
	4. Pilot 1 to 4 matches	Spring 2011

TARGET		PRIORITY
		Management - High
Energy Audits/Actions		
Responsibility: Dave Donovan		
Key Issues	**Actions**	**Time**
Leveraging partnership with City of Davenport		
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	In-progress
	Prioritize audit findings	Nov 2010 - Dec 2010
	Develop energy projects for inclusion into future CIP budget periods	Dec-10
	Enroll in Energy Partners program with Mid-American Energy	Jan 2011 - Mar 2011

MANAGEMENT IN PROGRESS

SECC

Responsibility: Brian Hitchcock/Dave Donovan/Matt Hirst

Key Issues	Actions	Time
1. Consolidation and supervision of disparate personnel groups.	Transition staff to SECC organization, including payroll and policies	Completed
2. Coordination of a multi-faceted building project	Transition radio infrastructure for all Scott County responder agencies to RACOM system.	December 1, 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 - November 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	Completed
	Design and implement dispatch training program	Completed
	Design and implement dispatch quality assurance program	Apr 2010 - Dec 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

	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	Completed
	Recruitment for Training Quality Assurance Manager	Completed
	Recruitment/Hiring for Dispatch Supervisors	Completed
	Recruitment/Hiring for Warrant Clerk	March 1, 2011
	Recruitment/Hiring for Administrative Assistant	Dec, 2010
	Recruitment/Hiring additional Dispatchers	Completed
	All Employee Orientation	Completed
	Develop employee distribution lists for e-mail	Completed
	Develop employee work schedules	Completed
	Supervisors Training on supervision skills	Completed
	Change & Teamwork Training for Employees	Dec. 2010
7. SECC Bonds	Adopt procedures for Build American Bonds	Completed
8. Reconstitute E911 Board for Wireless State shared revenue	Develop membership for Board	Completed
	Send letters to obtain names of representatives for membership.	Completed
	Prepare draft Bylaws	Completed
	Hold meeting/adopt Bylaws	December 1, 2010
	Register information with State	Completed

MANAGEMENT IN PROGRESS

LEAN/Wall of Savings

Responsibility: Dee Bruemmer/Sarah Kautz

Key Issues	Actions	Time
1. Wall for 2011	Recommend targets to Board	Completed
	Post progress	On-going
	Report every two months	
	October savings Hours: 2333 and Dollars: $221,000	
2. Develop projects for LEAN	Work with departments to identify one key lean project across departments and offices	
	a) Process of homestead credits with Auditor, City Assessor and County Assessor	November 2010
	b) Pilot with jail/mental health medical payments through UHC	July 2010 - June 2011
	c) Submit application for recognition of Juvenile Detention Center Project to the Iowa Business Council	Completed

MANAGEMENT IN PROGRESS

Revenue Book

Responsibility: Sarah Kautz/Chris Berge

Key Issues	Actions	Time
1) Indentify ALL revenue sources in Scott County	Identify general ledger & description that revenue is posted to .	Completed
	Give brief explanation of revenue and why we receive the revenue	Completed
	Identify Scott County employee responsible for revenue (billing, depositing, etc)	Completed
	Identify from whom revenue is received (i.e. State of Iowa, Federal govt)	Completed
	Identify how often we receive the revenue (i.e. Monthly, Quarterly, Yearly)	Completed
	Identify if there is a delay in revenue (i.e. Sales tax is received two months following the month in which it was collected)	Completed
	Identify if the money is restricted for special use, or carried over if not spent	Completed
	(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)	Completed
2) Publish revenue book on intranet for easy research	Revenue book should be easily accessable in the intranet or internet for employees to use.	December 1, 2010
3) Updating Revenue book	Revenue book should be updated yearly to assure that any changes or additions are captured.	On-going - Updated every April

MANAGEMENT IN PROGRESS

Juvenile Court Services Remodel

Responsibility: Dave Donovan

Key Issues	Actions	Time
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	In-process
	Solicit bids for telecom work	Completed
	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 opportunties to make other cost effective improvements.	Draft and approve a scope of work and a project budget	Completed
Address Connectivity Issues	Solicit RFP's for consulting and/or contracting for the installation of the electronic equipment.	Completed
	Solicit bids for physical improvement work including carpet replacement, wall and/or ceiling repairs	Completed
	Manage installation and construction work	Nov 2010 - June 2011

MANAGEMENT IN PROGRESS

Pollbook Technology for Reduce Costs of Elections

Responsibility: Matt Hirst/Roxanna Moritz

Key Issues	Actions	Time
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 FY'11 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	Completed
	c. Auditor staff to insure operability of each e-poll book & maintain voter registration file	Completed
4) Select precincts to use e-poll books	a. Auditor staff to compile turnout statistics and area demographics for each precinct	Completed
	b. Auditor staff to select precincts based on turnout and perceived likelihood of success	Completed
	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

Evaluate Fee for Service vs. Block Grant

Responsibility: Lori Elam

Key Issues	Actions	Time
Need better accountablility 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	Completed
	3. Review lists of Insured vs Uninsured and Medicaid vs Non-Medicaid	April 2010-November 2010
	4. Evaluate use of Sliding Fee Scale	Completed
Ensure county dollars are being spent on Scott County legally settled individuals	1. Train VF staff to use the MH/DD web-based system	August 2010-January 2011
	2. Ensure VF is billing other counties for services provided to non-Scott County legally settled individuals	Completed
	3. Eliminated block grant funding for inpatient services for VF doctors. Payment for this service will now require doctors to bill separately for services provided. Better oversight of services and expenses for Scott County citizens.	Completed
	4. RFP for MH services in jail- improved oversight of services and expenses	Completed
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

PC Desktop Replacement

Responsibility: Matt Hirst

Key Issues	Actions	Time
1. Determine Recommended Solution	a. Evaluate Options	Completed
2. RFP/Bid for Phase 1 PC's	a. Send RFP/Bid to prospective vendor group	Completed
	b. Deadline for returning RFP/Bid to county	Completed
	c. Award RFP/Bid	Completed
3. Implement Phase 1 PC's (By Department)	IT	Completed
	SECC	Completed
	Administration	Completed
	FS&S (6th Floor)	Completed
	Decategorization	Completed
	Auditor	Completed
	Sheriff (Admim Lower Level CH)	Completed
	Attorney	Completed
	Health	Completed
	Assessor	Completed
	Recorder	Completed
	Community Services	Completed
	Secondary Roads	Completed
	Planning and Development	Completed
2. RFP/Bid for Phase 2 PC's	Send RFP/Bid to prospective vendor group	Completed
	Deadline for returning RFP/Bid to county	Completed
	Award RFP/Bid	Completed
4. Implement Phase 2 PC's (By Department)	JDC	Completed
	Treasurer	Completed
	Sheriff (Admin Pavillion)	Completed
	Sheriff (Investigations)	Completed
	Sheriff (Tremont)*	Completed
	Training Lab	Completed
	Sheriff (Jail)*	Completed
	Conservation*	1-Mar-11
	*Contingent upon Citrix Xen Deployment	

MANAGEMENT IN PROGRESS

Telephone Upgrade

Responsibility: Matt Hirst

Key Issues	Actions	Time
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	Completed
	b. Deadline for returning RFP/Bid to county	Completed
	c. Award RFP/Bid	Completed
4. Implement VoIP System	a. Setup Network Infrastructure	Completed
	b. Setup VoIP & Voicemail Servers	Completed
	c. Install/Configure Application Software	Completed
	d. Train IT support personnel	October '10
5. Implement Handsets (By Department)	a. IT	October '10
	b. SECC - Courthouse	November '10
	c. Administration	November '10
	d. FS&S (6th Floor)	November '10
	e. Sheriff (Admin Lower Level CH)	December '10
	f. Sheriff (Admin Pavilion)	December '10
	g. Sheriff (Investigations)	December '10
	h. Attorney	December '10
	I. SECC - 4600	December '10
	j. Sheriff (Jail)	TBD
	k. Sheriff (Tremont)	TBD
	i. 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	January '11
	z. Wrap-Up	TBD

MANAGEMENT IN PROGRESS

Juvenile Detention Database

Responsibility: Jeremy Kaiser

Key Issues	Actions	Time
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. Laptop/ rolling cart ordered and installed	Completed
3. Staff training	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	Completed
7. Report generation	8. Work with John Heim from I.T. to develop monthly and yearly reports that will be generated automatically by JDC intake system.	Completed
6. Staff training	7. Train staff individually on scanning of case records	December 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, 2011-May, 2012

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 Building Officials to discuss code issues and proposed local amendments	Completed
	2. Approval of Ordinance by the City of Bettendorf	Nov, 2010
	3. Approval of Ordinance by the City of Davenport	Undetermined
	4. Approval of Ordinance by BOS	December, 2010