ITEM 16
7-5-11

SCOTT COUNTY

ACTION OUTLINES

2010 - 2011

To: Board of Supervisors

From: Dee F. Bruemmer

Date: June 16, 2011

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 starts July 2011*

HIGH PRIORITY

9. Executive Volunteer Program
10. Energy Audits/Actions

MANAGEMENT IN PROGRESS

1. SECC
2. LEAN / Wall of Savings
3. Courtroom Technology
4. Pollbook Technology for Reduce Costs of Elections
5. Evaluate Fee for Service versus Block Grant
6. Telephone Upgrade

7. Countywide Hazard Mitigation Plan

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
12. Q C First: Performance Monitoring
13. Revenue Book
14. Juvenile Court Services Remodel
15. Building Code Updates
16. Juvenile Detention Database
17. PC Desktop Replacement

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 - $8,264,055	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
	Posted Savings 12 month savings $510.077	
	Posted Hours 12 month savings 3,974	
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	On-going
	1. Average daily inmate population	
	2. Fine payment program	Final Report 6/30/11
	3. Golf revenue	
	4. Recording of instruments	
	5. Building permits	
	6. Sheriff Revenues	
	7. Treasurer's Salvage Income	First report 7/30/11

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-July 2011
	2. Provide impact information of new bills to Legislators	January 2011-July 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-June 2011
	4. Assist the MH/DD Advisory Committee in developing a Plan of Reductions if needed and present to the Board of Supervisors	Completed
	5. Participate in HDC Legislative Forum	\
	6. Work with local providers and the community to develop advocacy and educational opportunities with Legislators	January 2011-December 2011
	7. Participate in Legislative Forums-City/County Forums, VFCMHC Forums, etc…	Completed
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-July 2011
	2. Explore the impacts of HealthCare Reform on the county, both GA and MH/DD budgets and programs/services	July 2010-December 2011
	3. Participate at ISAC Fall School in discussion with Dr. Ron Manderscheid, CEO NACBHD, on Health Care Reform and impacts on the counties.	Completed
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	Completed

	2. Serve as member of "Equal Access-ID Waiver Slot" Workgroup	August 2010-October 2011
	3. Speak at Public Hearing regarding HF45.	Completed
	4. Attend Subcommittee meetings regarding MH/DD reform-redesign.	February 2011-Completed
	5. Legislation to allocate new funds to counties with waiting lists.	Completed 4/2011
	6. Evaluate House and Senate versions of MH Reform bills.	February 2011-July 2011

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.	May-July 2011
	4. Report quarterly to Board.	July 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	Completed
	2. Final recommendation to Environmental Protection Commission for comment	Completed

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/remains in FY11 budget	Completed
Legislature removes funding for Quad-Cities to Iowa City Project	1. Continue to lobby for support with legislators	Through legislative session
	1. Supervisor Earnhardt to accompany group to DC to inform legislators of issues	Completed
	2. Participate in State meetings to brainstorm operational support	Completed
	3. Letter to Governor pledging county support.	Completed
	4. IDOT business plan sent to Governor for operating revenue	Completed

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 participate in giving direction for funding areas	On-going
	2. Work with mayors and administrators on issues	On-going/monthly
	3. Chairman went to DC to work with legislative staff on March 2 & 3	Completed

TARGET		**PRIORITY**
		Policy - High
County Space Needs Study		
Responsibility: Dave Donovan		
Key Issues	**Actions**	**Time**
Space Master Plan is 10 years old	Determine scope of work/ involve all departments	March 2011 - May 2011
Situational changes have occurred in some departments	Solicit RFQ for space consulting work	July 2011 - August 2011
Better information is needed for capital planning process	Hire consultant	Sep-11
	Conduct study	Sep 2011 - Nov 2011
	Identify future projects	Dec 1 2011 - Dec 30 2011
	Update capital plan	Dec. 2011

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	Completed
	Board acceptance and integration into existing county policies	May 2011 - ongoing

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	Aug 2011 - Sep 2011
Vehicle right-sizing	Conduct a fleet analysis	July 2011 - Sep 2011
Greening the fleet	Present fleet analysis to Board for direction	Oct 2011
Cost effectiveness of vehicle maintenance	Implement Board direction	Oct 2011 - ongoing
Reducing and managing on-going vehicle fleet costs		

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	August 1, 2011
	4. Pilot 1 to 4 matches	Fall 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	Completed
	Prioritize audit findings	April 2011 - July 2011
	Develop energy projects for inclusion into future CIP budget periods	July 2011 - October 2011
	Enroll in Energy Partners program with Mid-American Energy	May 2011 - Jun 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.	Completed
3. Coordination of a complex system of technology and technology infrastructure	Complete the building project/Final Punch List	September 1, 2011
4. Current disparate operating standards, procedures and policies.	Build-out and implement CAD/RMS software and system	Completed
5. Managing complex system of project funding.	Procure and implement radio central electronics system	Completed
6. Address need for competent back-up facilities and off-site storage for EMA physical assets	Procure and implement 911 telephone system	Completed
	Procure and implement core network equipment, connectivity, building network and administrative telephone system	Completed
	Facilitate collaborative development and implementation of police and fire dispatching procedures	Completed
	Develop SECC policy manual	Completed
	Design and implement dispatch training program	Completed
	Design and implement dispatch quality assurance program	Apr 2010 - July 2011
	Procure and install specialized console furniture for dispatch center	Completed
	Procure and install all other furniture and equipment for completed center	Completed
	Procure and install central recording system for telephone and radio systems	Completed
	Transition SECC administrative staff to new building	In Progress
	Transition EMA administrative staff to new building	Completed
	Transition dispatch operations staff from four agency locations to new building	Completed
	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.	April 2011 - 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	July-11
	Recruitment/Hiring for Administrative Assistant	Completed
	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	Completed
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	Completed
	Register information with State	Completed
	File FY12 Budget and Membership 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	
	January savings Hours: 2,750 and Dollars: $272,930	
	April Saving Hours: 3,974 and Dollars: $446,592	
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	Completed
	1.) LEAN Event	Completed
	2.) Implement Action steps	On-going
	3.) General Polilcy for Board Adoption	July 1, 2011
	4.) Savings in Auditor's Office 624 hours per year and Savings in Recorder's Office 600 hours per year.	
	b) Pilot with jail/mental health medical payments through UHC	July 2010 - June 2011
	1.) First year savings $145,000	
	2.) Approval of second year of inmate insurance program on April 14, 2011.	Completed
	c) Submit application for recognition of Juvenile Detention Center Project to the Iowa Business Council	Completed

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	March 2011 - October 2011

MANAGEMENT IN PROGRESS		
Pollbook Technology for Reduce Costs of Elections		
Responsibility: Roxanna Moritz/Matt Hirst		
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	Completed
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	Completed
	b. Evaluate program for efficiency and cost savings in satellite/absentee voting & updating voter records	Completed

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	Completed
5. Integrate Nortel PBX to Cisco VoIP	a. Establish connectivity between Nortel PBX and Cisco VoIP	Completed
	b. Establish four digit dialing	Completed
	c. Establish external dial on Cisco VoIP	Completed
6. Implement Handsets (By Department)	a. IT	Completed
	b. SECC	Completed
	c. Administration	Completed
	d. FS&S (6th Floor)	In-Process
	e. Sheriff (Admin Lower Level CH)	June '11
	f. Sheriff (Admin Pavilion)	Completed
	g. Sheriff (Investigations)	June '11
	h. Attorney	Completed
	I. SECC - 4600	Completed
	j. Sheriff (Jail)	TBD
	k. Sheriff (Tremont)	TBD
	i. Decategorization	Completed
	m. Auditor	June '11
	n. Assessor (City and County)	June '11
	o. Recorder	June '11
	p. Health	TBD

	q. Community Services	June '11
	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	Completed
	z. Medic	Completed
	aa. Human Resources	Completed
	bb. State of Iowa - Pre-Trial	Completed
	cc. State of Iowa - Court Compliance	Completed

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