SCOTT COUNTY ACTION OUTLINES

2010 - 2011

To: Board of Supervisors

From: Dee F. Bruemmer

Date: August 25, 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 Bruemn	nor/Sarah Kautz	
responsibility. Dee Bruenin	lei/Saraii Rautz	
Vey leaves	Actions	Time
Key Issues	Actions	<u>Time</u>
1. Fund Balance	Monitor revenue for FY11	Completed
	Monitor expenses by department for FY11	Completed
	Final FY10 Budget Balance Fund Balance -	
	\$8,264,055	Completed
	Develop targets for Board Approval: Savings	
	for FY11 \$500,000 on-going expense and	
2. Cost Savings for FY11	6,240 staff hours	Completed
2. Cost Savings for 1 1 11	Report expenses to Board	Completed
	Posted Savings 12 month savings \$510,077	
	Posted Hours 12 month savings 3,974	
	Develop monthly report for key program areas	
	which have outside influences. The threshold	
3. Monthly dashboards for High Priority	would be programs with large savings in usage	
Program	or funding swings	On-going
	Average daily inmate population	
		Final Report
	Fine payment program	6/30/11
	3. Golf revenue	
	Recording of instruments Building permits	
	6. Sheriff Revenues	
	o. Siletili Revenues	
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TARGET		PRIORITY
		Policy - Top
		, ,
Mental Health Funding		
Responsibility: Lori Elam		
Key Issues	Actions	Time
Federal Government needs to extend FMAP to June 30, 2011.	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	Monitor Legislation and Appropriation Bill during Legislative session	Completed
	Provide impact information of new bills to Legislators	Completed
	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)	Completed
	4. Assist the MH/DD Advisory Committee in developing a Plan of Reductions if needed and present to the Board of Supervisors	Completed
	Participate in HDC Legislative Forum	Completed
	6. Work with local providers and the community to develop advocacy and educational opportunities with Legislators	Completed
	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	Monitor Legislation and appropriations for expanded Medicaid Services	On-going through 2014
	Explore the impacts of HealthCare Reform on the county, both GA and MH/DD budgets and programs/services	On-going through 2014
	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.	Participate on workgroups in HF 2526 to understand impacts in services with RCF's, Subacute Care facilities and ID Waiver slots	Completed

2010-11 Policy Agenda

Serve as member of "Equal Access-ID Waiver Slot" Workgroup	August 2010- October 2011
Speak at Public Hearing regarding HF45.	Completed
	1
 Attend Subcommittee meetings regarding MH/DD reform-redesign. 	Completed
Legislation to allocate new funds to counties	
with waiting lists.	Completed
6. Evaluate House and Senate versions of MH	
Reform bills.	Completed

2010-11 Policy Agenda

TARGET		PRIORITY
		Policy - Top
Air Quality Pledge		
Responsibility: Dave Dono	van/Green Team	
Key Issues	Actions	Time
Implementing practices new to the County	1. Identify affected departments and key staff for each practice	Completed
	Develop tracking tool and metric for each practice	Completed
	Assign reporting requirements for each practice.	May-Oct 2011
	Report quarterly to Board.	Jan 2012- ongoing
	4. Report quarterly to Board.	our zorz origoring
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
	Final recommendation to Environmental Protection Commission for comment	Completed

TARGET		PRIORITY
		Policy - High
Rail Service from Chicago t	o Iowa City	
<u> </u>	W.D. D.	
Responsibility: Larry Minar	d/ Dee Bruemmer	
Key Issues	Actions	<u>Time</u>
Advocate for funding and support at all levels of government	Serve on committees and work groups at the Board level.	On-going
levels of government	Represent Scott County and the entire Quad Cities when appropriate at various meetings	
	and functions 3. Actively lobby for fund for the designated projects	On-going 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-		Through
Cities to Iowa City Project	 Continue to lobby for support with legislators Supervisor Earnhardt to accompany group to DC to inform legislators of issues 	legislative session Completed
	Participate in State meetings to brainstorm operational support	Completed
	3. Letter to Governor pledging county support.	Completed
	IDOT business plan sent to Governor for operating revenue	Completed

	PRIORITY
	Policy - High
ting and Lobbying	
bruch/ Dee Bruemmer	
<u>Actions</u>	<u>Time</u>
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
Share information on Arsenal projects and funding	On-going
Meet with lobbyist and participate in giving direction for funding areas Work with movern and administrators on	On-going
issues	On-going/monthly
3. Chairman went to DC to work with legislative staff on March 2 & 3	Completed
	Actions 1. Continue to fund Arsenal lobbyist group with area governments 2. Represent Scott County on Task Force group and at meetings and on trips to D.C. 1. Share information on Arsenal projects and funding 1. Meet with lobbyist and participate in giving direction for funding areas 2. Work with mayors and administrators on issues 3. Chairman went to DC to work with legislative

2010-11 Policy Agenda

<u>TARGET</u>		PRIORITY
		Policy - High
County Space Needs Study		
county opinion module county		
Responsibility: Dave Donova	n	
Key Issues	Actions	<u>Time</u>
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	July 2011 - Sept
departments	Solicit RFQ for space consulting work	2011
Better information is needed for capital	Constituting the space constituting the six	
planning process	Hire consultant	Sep-11
		Sep 2011 - Dec
	Conduct study	2011
		Dec 1 2011 - Dec
	Identify future projects	30 2011
	Update capital plan	Jan. 2011

TARGET		PRIORITY
		Policy - High
Sustainability Plan for Count	V	
Responsibility: Dave Donova	n/Dee Bruemmer	
Tesponsibility: Dave Beneva		
Key Issues	Actions	Time
<u>rtey issues</u>	Actions	111116
Charles and market dialog and the	Execute contract with Bi-state for professional	Commisted
Ensure community dialog occurs	services to facilitate the planning process Vision the planning process to ensure county	Completed
community	objectives are met	Completed
Public and media relations	Define steering committee	Completed
	Define focus area and determine assessment	333743333
	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 Develop goals, objectives and measurement	In-process
	for final plan.	In-process
	Bi-state delivers draft report	Completed
	Board acceptance and integration into existing	May 2011 -
	county policies	ongoing

2010-11 Management Agenda

<u>TARGET</u>		PRIORITY
	Man	agement - Top
County Floor Fredricks		
County Fleet Evaluation		
Responsibility: Dave Donova	n/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 Greening the fleet	Conduct a fleet analysis Present fleet analysis to Board for direction	July 2011 - Dec 2011 Dec 2011
Cost effectiveness of vehicle maintenance	Implement Board direction	Dec 2011 - ongoing
Reducing and managing on-going vehicle fleet costs	Implement Board direction	origonig

2010-11 Management Agenda

<u>TARGET</u>		<u>PRIORITY</u>
		Management - High
Executive Volunteer Progr	am	
Responsibility: Dee Bruen	nmer/Mary Thee	
Key Issues	Actions	<u>Time</u>
Could not get interest from private sector	ır.	Abandoned Project

2010-11 Management Agenda

<u>TARGET</u>		PRIORITY
	Management - Hig	
F		
Energy Audits/Actions		
Responsibility: Dave Donova	an	
Troopens in Jave 2 and 1		
Key Issues	Actions	<u>Time</u>
Leveraging partnership with City of Davenport		
Leveraging partnerships with local utilities Providing Capital dollars and/or alternative	Develop joint RFP for additional professional services	Completed
financing methods to implement audit findings	Complete audit process in as many county owned facilities as funds will allow	Completed April 2011 - Sep
	Prioritize audit findings	2011
	Develop energy projects for inclusion into future CIP budget periods	July 2011 - Dec 2011
	Enroll in Energy Partners program with Mid- American Energy	May 2011 - Sep 2011

MANAGEMENT IN PROGRES	SS	
MANAGEMENT IN TROOKER	<u>50</u>	
SECC		
Pagnancibility, Prion Hitches	ook/Doyg Donoygn/Mott Hirot	
Responsibility: Brian Hitchco	DCK/Dave Donovan/Matt Hirst	
Key Issues	<u>Actions</u>	<u>Time</u>
1. Consolidation and supervision of	Transition staff to SECC organization,	
disparate personnel groups.	including payroll and policies	Completed
	Transition radio infrastructure for all Scott	·
2. Coordination of a multi-faceted building	County responder agencies to RACOM	
project	system.	Completed
3. Coordination of a complex system of	Complete the building project/Final Punch	·
technology and technology infrastructure	List	September 1, 2011
4. Current disparate operating standards,	Build-out and implement CAD/RMS software	, ,
procedures and policies.	and system	Completed
5. Managing complex system of project	Procure and implement radio central	
funding.	electronics system	Completed
Address need for competent back-up	olook of hoo cyclom	Completed
facilities and off-site storage for EMA	Procure and implement 911 telephone	
physical assets	system	Completed
physical access	Procure and implement core network	Completed
	equipment, connectivity, building network	
	and administrative telephone system	Completed
	Facilitate collaborative development and	Completed
	implementation of police and fire dispatching	
	procedures	Completed
	Develop SECC policy manual	Completed
	Design and implement dispatch training	Completed
		Completed
	program Design and implement dispatch quality	Completed
	-	Apr 2010 - July 2011
	assurance program Procure and install specialized console	Apr 2010 - July 2011
	•	Completed
	furniture for dispatch center Procure and install all other furniture and	Completed
		Completed
	equipment for completed center	Completed
	Procure and install central recording system	Commisted
	for telephone and radio systems	Completed
	Transition SECC administrative staff to new	In Dunners
	building	In Progress
	Transition EMA administrative staff to new	ا دادها سنده م
	building	Completed
	Transition dispatch operations staff from	O
	four agency locations to new building	Completed
	Design and procure Tremont building	O-mark (c. d.
	addition for EMA physical asset storage	Completed

	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 Recruitment for Training Quality Assurance	Completed
	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 PROGE	RESS	
LEAN/Wall of Savings		
Responsibility: Dee Bruer	mmer/Sarah Kautz	
Key Issues	<u>Actions</u>	<u>Time</u>
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	
	Work with departments to identify one key	
2. Develop projects for LEAN	lean project across departments and offices	
2. Develop projects for LEAN	lean project across departments and onices	
	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	July 1, 2011
	per year and Savings in Recorder's Office	
	600 hours per year.	
	b) Pilot with jail/mental health medical	July 2010 - June
	payments through UHC	2011
	1.) First year savings \$145,000	2011
	2.) Approval of second year of inmate	
	insurance program on April 14, 2011.	Completed
	c) Submit application for recognition of	Completed
	Juvenile Detention Center Project to the	
	Iowa Business Council	Completed
	.ona Daoineos Godinoii	Completed

MANAGEMENT IN PROGRESS		
Courtroom Technology		
Responsibility: Dave Donov	an/Mike Walton	
Tresponsibility: Dave Doney	arii/wiiko vvaitori	
Key Issues	Actions	<u>Time</u>
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
enective improvements.	project budget	Completed
	Solicit RFP's for consulting and/or contracting	
Address Connectivity Issues	for the installation of the electronic equipment.	Completed
	Solicit bids for physical improvement work	
	including carpet replacement, wall and/or	Completed
	ceiling repairs	Completed March 2011 -
	Manage installation and construction work	October 2011

MANAGEMENT IN PROGRES	SS	
Pollbook Toobnology for Pos	luca Casta of Elections	
Pollbook Technology for Rec	duce Costs of Elections	
Responsibility: Roxanna Mor	itz/Matt Hirst	
Key Issues	<u>Actions</u>	<u>Time</u>
rtey issues	Actions	<u> </u>
	a. IT and Auditor staff to review pricing options	
1) Identify equipment options	and utility of various equipment possibilities	Completed
	a. Auditor staff to develop evaluation instrument	·
2) Evaluate utility of equipment options for	for use by previously trained precinct election	
use by precinct election officials in the field	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
	a. IT and Auditor to select appropriate	
(a) A	equipment based on price and utility	المعادمة المعادمة
3) Acquire and prepare FY'11 hardware	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-	Completed
	poll book & maintain voter registration file	Completed
	a. Auditor staff to compile turnout statistics and	Completed
4) Select precincts to use e-poll books	area demographics for each precinct	Completed
1) Color products to dec a pair sector	b. Auditor staff to select precincts based on	Completed
	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
	a. Auditor staff to keep Precinct Atlas program	
	up-to-date with any modifications or changes	
5) Maintenance, Upgrades & Modifications	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
C) Fundanting has Applied Off	a. Evaluate program for efficiency and accuracy	0
6) Evaluation by Auditor Staff	in handling voters in polling place	Completed
	b. Evaluate program for efficiency and cost	
	savings in satellite/absentee voting & updating voter records	Completed
	VOIGH TECOTOS	Completed

MANAGEMENT IN PROGRE	SS	
Evaluate Fee for Service vs.	Block Grant	
Responsibility: Lori Elam		
Key Issues	Actions	<u>Time</u>
Need better accountablility for funds	Discussion of current funding practices and	
provided to VFCMHC	issues with VF	Completed
	Review other counties "block grant/fee for services" policies and procedures	Completed
	corvided policies and procedures	Completed
	Review lists of Insured vs Uninsured and Medicaid vs Non-Medicaid	September 2011- October 2011
	Evaluate use of Sliding Fee Scale	Completed
Ensure county dollars are being spent on Scott County legally settled individuals	Train VF staff to use the MH/DD web-based system	Completed
	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	Сотрыссо
	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	If Fee for Service, develop transition plan so as not to hurt cash flow for VF	Completed
	Develop contract to provide block grant dollars for certain programs and fee for service for remaining.	September 2011- October 2011

MANAGEMENT IN PROGRE	<u>ss</u>	
Telephone Upgrade		
relephone opgrade		
Responsibility: Matt Hirst		
Key Issues	<u>Actions</u>	<u>Time</u>
Determine Recommended Solution	a. Evaluate Options	Completed
	a. Send RFP/Bid to prospective vendor	
Bid for VoIP Network Infrastructure	group	Completed
2. Bid for Von Metwork initiastractare	group	Completed
	b. Deadline for returning RFP/Bid to county	Completed
	c. Award RFP/Bid	Completed
0. Di 17 - 17 1D 0 - 1 - 1 - 1 - 1 - 1 - 1	a. Send RFP/Bid to prospective vendor	0
3. Bid for VoIP System and Handsets	group	Completed
	b. Deadline for returning RFP/Bid to county	Completed
	c. Award RFP/Bid	Completed
	0.7.11.0.12.10	
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
F. Internets Newtol DDV to Cines ValD	a. Establish connectivity between Nortel	0
5. Integrate Nortel PBX to Cisco VoIP	PBX and Cisco VoIP b. Establish four digit dialing	Completed
	c. Establish external dial on Cisco VoIP	Completed Completed
	C. Establish external dial on Cisco voir	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 n. Assessor (City and County)	June '11 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 Mitigati	ion Plan	
Responsibility: Tim Huey		
Key Issues	Actions	<u>Time</u>
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