BEFORE THE BOARD OF COMMISSIONER
County of Lake County
State of Oregon

SPECIAL SESSION

The Lake County Board of Commissioner met in Special Session on Thursday, April 12, 2012 at 9:04 a.m. The following members were present: Chair Bradley J. Winters, Vice-Chairman Ken Kestner and Dan Shoun. Also present: Administrative Assistant Denise Thorsted.

9:00 a.m. – Open Request Preliminary Prioritization:

The following Open Requests for the 2012/2013 budget year process had been submitted:
1. Lake County Museum - $17,000 – Facility Updates
2. Lake County School District #7 – up to $380,000 – Maintain Staff and Programs
3. LCRI - $20,000 – Economic Development
4. Business Services Department - $1,113 – Membership to Local Gov’t Personnel Institute
5. CASA of Lake County - $900-$1,800 – Maintain Programs
6. District Attorney’s Office - $3,000 – Educational Items for Fair Booth
7. Lake County Development Corporation - $34,950 – Community Website
8. County Facilities - $22,850 – Scanning/Digitizing County Records

Treasurer Ann Crumrine confirmed that the General Fund surplus balance in contingency to date was $128,000.

Copies of all Open Requests were provided for review prior to this Special Session. The Board had set criteria for Open Requests in February. The criteria included:
1. Must increase efficiencies in service, productivity, operations or maintenance thereby also providing long term savings
2. Must reduce the County’s exposure to liability
3. Must be a one time in nature expense and not on going
4. Must be above and beyond normal budget operation

Following discussion, the Board agreed that the Open Request submitted by the Business Services Department was to be added into the budget for that Department.

Commissioner Winters stated that upon reviewing the requests submitted, two met the criteria set:
1. Lake County Museum - $17,000 – Facility Updates
2. County Facilities - $22,850 – Scanning/Digitizing County Records

By consensus, the Lake County Board of Commissioners agreed to bring forward to the Budget Committee for potential approval the Open Request submitted by the Lake County Museum.
Land Manager Bob Pardee provided information regarding the County Facilities Open Request was intended to provide easier and more efficient retrieval of archived records and to cut down on space needed for storage. Discussion followed on the cost regarding the personnel to be hired/used to conduct the initial archiving. The Board agreed that this Request would aid in security and space issues of records.

By consensus, the Lake County Board of Commissioners agreed to bring forward for potential approval by the Lake County Budget Committee the Open Request submitted by the Lake County Facilities.

Commissioner Shoun was not sure that the CASA Request met all criteria set as it had potential of not being a one time request. Discussion determined that although the Board was supportive of this program, this was a State program and funding could be sought through Federal and State funds. Board agreed to not bring this request forward.

Commissioner Shoun discussed the presentation presented by LCRI prior to the Open Request process. The Board agreed that this request did not meet criteria as it would be on going and since funds were already dispersed for economic development. Discussion followed on the need to look at “the bigger picture” concerning economic development in Lake County.

The Board took the opportunity to discuss exposure occurring on County facilities that would require attention in the coming year such as the Lake County Jail, Fairgrounds, Airport, Road Department, Courthouse and North Lake Annex.

Discussion followed on the Open Request process moving forward. Commissioner Kestner felt that the Budget Committee should have the opportunity to ask questions regarding all Open Requests submitted during the budget meetings scheduled to begin April 30th. He did not want to see presentations be given, only opportunity to have questions answered. Mrs. Crumrine was asked to have the Budget Committee members review the requests and determine prior to April 30th, any clarification that might be needed.

**Commissioner Kestner moved to bring forward information to the Budget Committee, determine if there was clarification needed and have time set aside during the budget meeting process for questions to be answered. Commissioner Shoun second.** Discussion: timing of clarification process during budget meeting. **Motion amended to include for time to be scheduled at the beginning of budget meeting for clarification of Open Requests. Motion carried.**

Commissioner Winters asked to have the record show that although all of the Open Requests received were important to the Board, the two requests to be brought forward for consideration by the Budget Committee met the criteria set. Commissioner Winters also felt it was important to stress the importance of meeting County needs first.

Mrs. Crumrine was directed to forward information to the Budget Committee and get feedback. Schedule was to be adjusted (if needed) to allow for clarification (not presentations) of Open Requests.

Discussion followed regarding budgeting for the Road Department.
Break: 9:50 am
Resume: 9:55 am

Other Business:

AccTech Update: Mr. Pardee introduced Scott McMahn, Vern Miller and Brad Brown from AccTech and provided a summary of the County’s technology (including computers, servers and network).

Mr. McMahn discussed upgrades that had been made with computers, software, servers and the IT Plan implemented last summer. He confirmed that the County was now working in a more “proactive” mode rather than a “reactive” mode and discussed servers and additional upgrades that were still to be made.

Critical issues still facing the County including backup, maintaining of records and disaster recovery were discussed. Steps being taken to resolve these issues were provided.

Commissioner Winters expressed the need to step up the attention to the County’s technology needs and asked for AccTech’s view on where the County stood at this time. Mr. McMahn discussed scenarios occurring in other counties such as having a full time onsite IT person. Discussion followed on potential cost and hiring for this type of position. The potential of a “shared” person (such as with the hospital or other local entities) was discussed. All agreed that the County needed to have an onsite IT person sooner rather than later.

Discussion continued on the potential for a Request for Proposal (RFP) process and the potential implementation of a full time onsite person. Commissioner Kestner confirmed that clarification would need to occur with Legal Counsel. The Board expressed concern with the need to have Mr. Pardee continue to spend excessive amounts of time working on computer issues rather than on duties within the Lands Department.

By consensus, the Lake County Board of Commissioners agreed for Mr. Pardee to move forward on potential amendment to AccTech contract.

Direction was given for Mr. Pardee to work with AccTech and Legal Counsel on potential RFP and contract. Discussion followed on potential costs associated with corrected the issues previously described as being critical and increased security.

The Board inquired on the potential of future monitoring of web usage and phone usage by County employees. Discussion followed.

Options regarding potential IT technician were to be discussed with the Board within the next two weeks in order to be included in the budget process.

There being nothing further to come before the Board, the Lake County Board of Commissioners Special Session adjourned at 11:05 a.m.
Respectfully Submitted,

[Signature]

Denise Thorsted
Administrative Assistant

Board Approval,

[Signature]
Bradley J. Winters
Chairman

[Signature]
Ken Kestner
Vice Chairman

[Signature]
Dan Shoun
Commissioner