

LINN COUNTY BOARD OF SUPERVISORS
CEDAR RAPIDS, LINN COUNTY, IOWA
TUESDAY, JANUARY 24, 2017 8:00 A.M.

The Board met in session at the Linn County Jean Oxley Public Service Center.
Present: Chairperson Oleson, Vice Chairperson Harris, Supervisors Rogers, Houser and Walker. Board members voting "AYE" unless otherwise noted.

The Board met with Elected Officials and Department Heads to discuss County-related issues as follows:

Ashley Stickney, Health Solutions, handed out a wellness wheel for the group to complete.

Supervisor Rogers discussed Customer Centered Culture (C3), now known as L3, implementation. They are working on branding and a logo to make L3 more visible to internal and external customers. He asked Dept. Heads present at the meeting if the new Key Performance Indicators (KPIs) were of value.

Discussion continued regarding different department's KPIs and Les Beck noted that he found the new KPIs to be very difficult.

Lisa Powell announced that a special speaker will be at the Public Service Center on February 16th from 9 - 11 a.m. regarding improvement projects.

Joi Alexander, Communications Dir., gave an update on the 2017 website redesign. She will share further information as it becomes available to Dept. Heads and employees that update web content. She asked that dept.'s review their sites and provide input if they want to make any changes or if information is missing. All of the existing content on the webpage will be migrated to the new redesign (five to six month process).

Steve Estenson, Risk Mgr., presented PowerPoint of work related injuries for calendar year 2016.

The Board recessed at 8:52 a.m. and reconvened at 9:00 a.m.

Motion by Walker, seconded by Harris to approve minutes of January 18 & 20, 2017 as printed.

The Board heard updates from the following Department Heads:

John Brandt, LCCS Executive Dir. - Transition - his last day is March 24th. Applications were due January 18th and he hopes to begin interviewing the week of February 6th. LCCS Board meetings on the road at various program sites. Program Advisory Committee Reports have not been as robust as they could have been. Community Meal Study will be conducted for possible ways to increase revenue due to increased needs. Mental Health Advocate increasing hours to 38 to try and drive down the numbers. Child & Youth Mental Health Planning Committee meets February 2nd with a focus on integrated health homes (new Chair needed). Community Recidivism Committee meets February 6th to provide support for people coming out of jail (new Chair needed). MHDD Information Committee will be ending.

Don Tyne, Veterans Affairs Dir. - served 55 veterans in December. Met with OPN architects regarding reconfiguration of their office noting that it was very positive and rewarding.

Phil Lowder, I.T. Dir. - helpdesk statistics; critical system availability is 99.98%; customer support rating is 98%. Lowder stated that he received feedback yesterday afternoon regarding the Managed Service contract and they have agreed to the county's terms and conditions. He wants to review as a group and make sure everyone is on the same page. Started their second session of Learning Institute with Terry Whitson. BOS Video/Granicus - in place and functioning. Have had some hiccups with software on the county's end. In the process of scheduling training and then will be ready to go live. GEMS - updates completed for W2's and 1099's. Aumentum - two patches in December, two hot fixes, seven tickets closed and 33 tickets still open (17 critical and 16 medium/low). He spoke to Mike Albers, Polk Co., and Albers used an excel spreadsheet for his valuation report. The report was run in Aumentum as well and the numbers matched (report certified January 5th or 6th). Albers stated that they use the spreadsheet for preliminary numbers (created it over the years as backup). New projects - GEMS upgrade. A new product is out and they have started identifying it (Carrie Stone working on it). They are ready to start formalizing the process and get a committee together. He noted that it will be a painful upgrade but not as significant as Aumentum. Joint Communication Network (JCN) - new building coming on board and are in the design phase. Storage Area Network (SAN) - four years old and needs to be replaced (potential input/output issues). Will be completing a server refresh and completing the year end process for the county.

Britt Hutchins, Purchasing Dir. - notified of leaks in the roof of the new storage facility but no damages. Worked on Harambee House lease for DHS. Multiple bids for Secondary Roads and Conservation. Worked on copier leases for several buildings. Worked on phone system for DHS. Researching price for new shredder (budget amendment would be needed).

Chairperson Oleson addressed Public Health's request for new vehicles to add to their fleet noting that he asked them to come back with justification and if the number of vehicles can be reduced. He requested that Hutchins work with Larry Hlavacek regarding this matter.

Les Beck, Planning & Development Dir. - working on L3 activities. Continues to work with Terry Whitson on the Learning Institute. Working on departmental work plan. Andrew Oien and he will be discussing building and zoning regulations at a tiny homes seminar. They are making progress on the Watershed Management Authorities. Mr. Smith has been approved for housing at an apartment in Palo with regards to Chain Bridge Rd. issue noting that it does not resolve the issue of the RV parked on the property. The Historic Preservation Commission meeting went great yesterday (thinks putting it under Planning's purview will have many benefits). Received a letter from the City of Cedar Rapids regarding a plaque for three county properties that have been identified as historic. The consensus of the Board is to move forward with the plaques. Provided update on building permit activity noting that the total permits are up slightly from 2015 but the total valuation is down fairly significantly.

Darrin Gage, Dir. of Policy & Admin. - Budget report - slightly over budget due to Clerk Typist position upgrade and payout in July to previous employee. Approved budget offers - year three of ADA self-evaluation and transition plan. Completed ride along with LIFTS and expects reports by the end of February. Personnel report - no anticipated hiring's or retirements. Planning report - attended all six C3 universities, rejoined the LC3 Committee and presented potential KPIs to the Board. Board members have agreed upon the final product for the Dept. Head template form (will be available on the intranet). Current activities - looking at shortening the policy for weather related closings. He asked Board members if he should continue to call all five supervisors or delegate to the Board Chair and himself. The consensus of the Board is to call all five supervisors. Public Health & Child and Youth Development Building - in the process of micro programing (details of office layouts). They hope to place for bid in April or May. VA space needs assessment - has received preliminary document and will be going over with Garth Fagerbakke. Legislative update - discussed Senate Study Bill 1018.

The Board received and placed on file a letter from the City of Cedar Rapids regarding plaques for three historic Linn County buildings.

Adjournment at 10:25 a.m.

Respectfully submitted,

JOEL D. MILLER, Linn County Auditor
By: Amanda Hoy, Executive Assistant

Approved by:

BRENT OLESON, Chairperson
Board of Supervisors