

**Call to order:**

The Public Property Committee meeting was called to order at 9:00 A.M. in the Vilas County Courthouse conference rooms by Chairman Jim Behling with the following committee members present: Lorin Johnson and Gary Peske. Charles Rayala was present as an acting member, due to the absence of Ed Bluthardt. Edward Bluthardt, Jr. and Linda Thorpe were excused. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Brian Jorata, Corrine Hoffman, Braden Bayne-Allison, Kristen Hanneman, Joe VanDelaarschot and David Alleman. Open meeting law complied with and quorum verified.

**Approve agenda to be discussed in any order by the Chair:**

**Motion by L. Johnson, 2<sup>nd</sup> by C. Rayala to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.**

**Approve minutes of the November 15, 2012 meeting:**

**Motion by G. Peske, 2<sup>nd</sup> by L. Johnson to approve the minutes of the November 15, 2012 meeting as presented. All voted aye. Carried.**

**Department purchases and leases:**

B. Jorata presented a technology purchase for the Public Health Dept. C. Kamps explained how the equipment is to be utilized. Various grant funds will be available to be expensed for this purchase, which is not expected to exceed \$4,600.00.

2 ea. Lenova computer monitors from Southern Computer Warehouse	\$ 600.00
1 ea. Polycom teleconference phone from Southern Computer Warehouse	\$ 376.00
1 ea. 32" TV/DVD w/ mounting bracket from Woodruff Appliance	\$ 439.00
1 ea. 60" TV monitor w/ mounting bracket from Woodruff Appliance	\$1,498.00
1 ea. PC Wireless conferencing system from Kozar Technologies	\$ 650.00

Misc. electrical and cabling costs – to be determined.

**Motion by G. Peske, 2<sup>nd</sup> by C. Rayala to approve the Public Health Dept. purchases as presented. All voted aye. Carried.**

C. Kamps presented a technology purchase for the Social Services Dept. C. Hoffman explained the need for this equipment. COP supplemental funds totaling \$20,000.00 were received, a portion of which will cover the cost of this purchase as follows:

6 ea Lenova ThinkPad T530 from IBM @ \$1,028.20	total purchase \$6,169.20
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**Motion by G. Peske, 2<sup>nd</sup> by C. Rayala to approve the Social Services Dept. purchases as presented. All voted aye. Carried.**

**Office space relocations:**

J. Behling explained that this issue was previously on hold, pending approval of the 2013 county budget. He urged the committee to now move ahead with deliberations. G. Kuckenbrod stated that both spaces were ready for occupancy. J. Behling recalled prior discussions, which centered upon a proposal to assign Veteran's Services to former I.T office space and Tourism & Publicity to former Commission on Aging space. The committee discussed various options. **Motion by G. Peske, 2<sup>nd</sup> by L. Thorpe to assign Veteran's Services to the former I. T. Dept. office space and the Tourism & Publicity**

**Dept. to former Commission on Aging office space. All voted aye. Carried.** The Chair stated that the moves could begin immediately. B. Bayne-Allison requested that the committee consider renting or donating surplus courthouse space for use as an area Tri-County Council on Domestic Violence office. The Chair instructed the clerk to place that item on next month's agenda.

**Information Technology Director report, travel and purchase:**

C. Kamps reported that she was working with the County Clerk and a vendor, to find a solution to problems with the conference room audio system.

**a. Paperless initiative:**

Now that funds have been budgeted, the Chair recommends moving forward with the previously proposed paperless initiative involving county board members. Funds are available to purchase the necessary WiFi tablets and related hardware for up to four board members. **Motion by L. Johnson, 2<sup>nd</sup> by G. Peske to proceed with a paperless initiative for board members, on a trial basis and within the amount of funds budgeted. All voted aye. Carried.**

**b. Department staff – vacancy:**

C. Kamps announced the pending resignation of I.T Dept. staff member Tara Bellomy. C. Kamps explained Ms. Bellomy's duties and technical skills. She proposes to re-hire for the position and has updated the job description. An additional staff member is also scheduled for extended medical leave in the very near future. C. Kamps stated that both vacancies will greatly impact her department's abilities to provide for Vilas County technology needs. She also stated that Ms. Bellomy was available, after resignation, to assist on nights and weekends. The committee discussed that proposition. J. Behling felt that the Personnel Committee needed to determine the feasibility of employing Ms. Bellomy in a temporary position, adding that he was not adverse to the idea. L. Thorpe stated that these events presented an opportunity to revisit outsourcing of some I.T activities. G. Peske is very concerned about the potential reduction in I.T services to county government, due to the loss of two staff members. C. Rayala would like the committee to seriously consider outsourcing at this time. G. Peske would consider outsourcing to fill the immediate need, but recommends rehiring as a long term solution. L. Johnson recommended focusing on the short term need; long term solutions will need to be based upon information that is not yet available to the committee. The Chair asked the committee to take action by way of making a formal recommendation to the Personnel Committee. **Motion by C. Rayala, 2<sup>nd</sup> by G. Peske to recommend that the Personnel Committee hire an interim staff member for the I.T Department to alleviate the pending staffing shortage. Discussion.** G. Peske agrees with the current solution, but repeated his recommendation that the vacancy be permanently filled for the long term. **All voted aye. Carried.** C. Rayala wants the committee to immediately begin investigating I.T. services outsourcing opportunities. G. Peske warned that I.T. service quality may decrease, and related costs might increase, if an outsourcing model is adopted. The Chair instructed the clerk to place I.T. outsourcing on the next committee agenda.

**Maintenance Director report and purchases:**

G. Kuckenbrod reported no unusual maintenance issues or purchases.

**a. Outsource custodial services – update on Request for Proposals:**

G. Kuckenbrod presented a draft RFP for committee discussion. Committee members questioned or disagreed with the following specifications contained in the draft RFP:

- Why should the County provide background checks for contractor hired employees?
- Disagreed with contractor assuming full responsibility for department requests and complaints.
- Who supplies cleaning and paper products?
- What is the scope of work for the Justice Center and jail?
- What is the solution for providing services to outlying county buildings?

J. Behling wants the committee to continue their review of the draft RFP at the next meeting. G. Peske stated that he was very interested in what other counties have experienced with regards to custodial outsourcing models and services. He offered to assist J. Behling with contacting those counties. **Motion by G. Peske, 2<sup>nd</sup> by L. Johnson to carry this agenda item forward to the next meeting. All voted aye. Carried.**

**Letters and Communications:**

Nothing presented.

**Set next meeting time and date:**

The next meeting is scheduled for 9:00 A.M. Tuesday, January 15, 2013.

**Adjournment:**

The Chair adjourned the meeting at 10:53 A.M.

Respectfully submitted by:

David R. Alleman

Vilas County Clerk.

Minutes reflect the recorder's notations and are subject to approval by the appropriate board or committee.