

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Room 220

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The budget hearing was called to order at 9:40 a.m.

Budget Hearing: Department 1170 (Information Technology)

Michael Mallicoat, Director of Information Technology, was present on behalf of this budget hearing.

Michael Mallicoat stated the main reason for this budget hearing is that there is some training that needs to be added to the proposed 2002 budget.

Commissioner Miller stated Mr. Mallicoat did not list the 2001 objectives because he has not been Director of Information Technology for very long.

Mr. Mallicoat listed and reviewed the following proposed 2002 budget highlights:

- Improve personal computer support services by establishing a new computer operator position and assist the help desk requests
- Improve help desk request tool for follow-up on assignment calls
- Replacement of older laser printers
- Replacement of older Tangent personal computers. Forty-two of the Tangent computers are included in the 2002 proposed budget, which is approximately half of the total County personal computers.
- Addition of additional disk drives for the AS400 and programmer development tools
- Addition of vertical storage units
- Migrate the County's e-mail system off the main server to a separate server

Mr. Mallicoat listed and reviewed the following proposed 2002 budget objectives:

- Installation and support of the security upgrade package.

Mr. Mallicoat stated all of the training for this security upgrade will not occur until 2002. The proposal for this upgrade is \$11,308, which includes training and travel. This needs to be added to the 2002 proposed budget because it was not included in the 2001 budget.

Commissioner Miller asked if this was not included when the Commission approved the

hardware purchase. Mr. Mallicoat stated this was correct. Commissioner Miller asked where the department would find the funds out of the proposed 2002 budget. Mr. Mallicoat stated it is possible to use funds that are presently in the training budget.

Commissioner Stamper suggested possibly doing a budget revision of the 2001 budget since it is too late in the year to do a budget amendment.

Mr. Mallicoat continued to list and review the proposed 2002 budget objectives:

- Improve customer service. This would be accomplished with the help desk tool and help the programmers do programming projects instead of working on service requests.
- Draft a department policy and procedure guide to help group productivity and develop tools for programmers' productivity.

There was discussion about the type of tools and programs that would be used in the department.

Mr. Mallicoat continued to list and review the proposed 2002 budget objectives:

- Strategic Long-Range plan for IT Department to be able to support the County in an efficient manner.

Commissioner Miller asked if the ITAC would be included in the strategic plan. Mr. Mallicoat stated that he would be including ITAC.

Mr. Mallicoat continued to list and review the proposed 2002 budget objectives:

- Draft a policy on acceptable use of e-mail and web browsing
- Improve project management; define and standardize the process of documentation

Mr. Mallicoat stated there is currently one Programmer/Analyst vacancy in the department.

Commissioner Stamper stated the revenue for this department for 2002 is proposed to be approximately \$6,000, which is based on direct-dial access. He asked if the Auditor included a new position in the proposed budget. Mr. Mallicoat stated it has been included.

Classes Two through eight there are no significant changes proposed for the 2002 budget.

Commissioner Miller stated the auditor included the remaining 4019 printers and one-half of the Tangent computers in the proposed 2002 budget. Mr. Mallicoat listed what each office had requested for replacement computers and how many of each request has been included in the proposed budget.

Commissioner Miller stated the reason for this review is that there are more computers that are in the proposed budget than what were originally requested by the departments.

Commissioner Stamper noted that class nine expenditures for this budget have decreased significantly, it is proposed for the 2002 budget that class nine expenditures will be \$121,000. In the past, this has been approximately \$180,000 to \$200,000. Commissioner Miller stated part of the expenditures have been for the AS400 upgrade. Overall, expenditures for this budget are estimated to be down 18%.

There was discussion about what was classified as mission critical for replacement of the printers and computers.

Budget Hearing: Department 1115 (Human Resources)

Betty Dickneite, Director of Human Resources, was present on behalf of this budget hearing.

Betty Dickneite reviewed the 2001 budget highlights and the 2002 goals and objectives for the Human Resources Department.

Mrs. Dickneite discussed the report on numbers of hired and terminated employees with the County from January 1 to December 21, 2001.

Mrs. Dickneite stated in class one there is a proposed 6% increase for 2002. She believes that Mrs. Pitchford, Boone County Auditor, used the Human Resources Assistant's starting salary of \$9.42 per hour for figuring the class one budget instead of using the current salary of \$9.62 per hour.

Mrs. Dickneite stated in classes two through eight there is a 14% decrease in the proposed 2002 budget. In class nine, there was supplemental requests of \$7,900 in 2001 and proposed for 2002 was approximately \$9,500. None of the supplemental requests were approved, so there is a 100% decrease for the 2002 budget. The Human Resources Department is proposed to have a reduction in the 2002 budget of \$11,000.

Mrs. Dickneite is concerned about this reduction. The reason for the concern is because the Human Resources Assistant has 12 years of experience. There was discussion about the proposed salary implementation, how this could effect the salary of the Assistant and what funds in the budget that Mrs. Dickneite would like to cut to bring the Assistant up to the proposed mid-point.

There was further discussion about how the County will implement the pay classification study and about overtime pay for the Human Resources Department.

Commissioner Stamper stated the overall projected expenditures of \$145,999, which is a 7% decrease overall for 2002.

Budget Hearing: Department 1132 (Election and Registration)

Wendy S. Noren, Boone County Clerk, was present on behalf of this budget hearing.

Wendy Noren stated that the pool position 410 has been cut from the 2002 proposed budget. She is here to request reducing the number of hours for position 350 to 1248 hours and position 519 to 1664, and utilize the savings of hours to reinstate pool position 410. There are many unknowns during election years, which influence how many pool positions are needed. She sees this as the best option for reinstating the pool position.

There was discussion about long-term disability and how it effects the County and the Clerks Office since there is currently an employee on long-term disability.

Ms. Noren stated that position 410 is a non-benefited position so there would be no impact on benefits. Positions 350 and 519 would still maintain benefits if the proposal is accepted.

There was discussion about a new personal computer that is proposed for the Elections department. This computer would have no network connections; it would just be used during elections. Ms. Noren stated she would not make any purchases until there are decision made on election reform.

Ms. Noren discussed the election reform issues.

Commissioner Stamper stated the proposed expenditures for the 2002 budget for the Clerk (department 1131) is \$226,080, which is a slight increase over the 2001 projection. There were no reductions in classes two through eight for the Clerks. Office Elections and Registration (department 1132) is \$558,476, this is a significant increase over 2001 projections because of 2002 being an election year.

There was no further discussion and no public comment.

The budget hearing adjourned at 10:55 a.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner