

WRIGHT COUNTY HUMAN SERVICES BOARD
AGENDA
May 12 2014

1:30 P.M. PLEDGE OF ALLEGIANCE.

The regular meeting of the Wright County Human Services Board was called to order at 1:30 P.M., Monday, May 12, 2014, by Chairperson Sawatzke.

MINUTES: Approval of Minutes of April 28, 2014.

Action: The Minutes were moved for approval by _____, seconded by _____ and carried.

AGENDA:

Action: The Agenda was moved for approval by _____, seconded by _____ and carried.

ROLL CALL:

Members Present:

Christine Husom - District 1

Michael Potter – District 4

Pat Sawatzke – District 2

Charlie Borrell – District 5

Mark Daleiden – District 3

Staff Present:

Jami Goodrum Schwartz, Director

Michelle Miller, Social Services Manager

Diane Erkens, Social Services Supervisor

Christine Partlow, Fiscal Manager

Aggie Gunnerson, Secretary

New Staff Introduction:

Trista Hinrichs, Office Technician I in the Office Support Unit, date of hire 5/07/14

Others Present:

Brian Asleson, County Attorney

Vickie Nibbe, Human Services Advisory Committee

CONSENT AGENDA

1. Social Services Payments Abstract – \$85,227.93

Action:

REGULAR AGENDA

ADMINISTRATIVE PAYMENTS:

Action:

PERSONNEL:

1. Refer request to Personnel Committee to combine two part-time positions in the Fiscal/Technology Unit into one full-time position. (Christine Partlow)

Action:

2. Update on temporary staff in the Fiscal/Technology Unit. (Christine Partlow)
Information

SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES:

1. Family Services training day. Agenda enclosed. (Michelle Miller)
Information

2. Listening Sessions update. (10-15 minutes) (Vickie Nibbe)
Information

ADMINISTRATION:

1. Central Minnesota Mental Health Center governance discussion. (attachment) (Brian Asleson, Michelle Miller, Diane Erkens)
Information
2. April 30, 2014 Building Committee Minutes (Christine Partlow)
Members Present: Daleiden, Potter, L. Kelly
Others Present: Dahl, Gillman, C. Hayes, Schwartz
John Harnois, Russell Security Resource, Inc.

II. Additional Security Cameras, Human Services Center Building & Property.

Dahl said Harnois was present to discuss security cameras, to clarify his proposal, and answer questions. Kelly said they were considering Options 1 and 2 as they are going to the Internet Protocol (IP) System (see attachment from the 4-16-14 Building Committee Meeting).

Harnois said the proposal was to provide an idea regarding the cost to upgrade the Human Services Center (HSC). There were some unknowns. He has to get more information from Swing regarding band width and network switch ports at HSC. Harnois said the price of \$9,995 for Option 1 involves adding two 5 megapixel (MP) cameras to the front of the HSC. There would be two cameras under the entry at the front, one pointing North and the other South. They each cover an area of 75 to 80 degrees. Dahl expressed concerns regarding the entryway, saying it would be hard to see the entry due to the design of the building.

Daleiden asked whether cameras could be installed on the light poles. Harnois said that would involve tearing up the parking lot. Kelly said they considered wireless cameras at the Government Center building (GC), but the cost was prohibitive. Harnois agreed, and said a transmitter and receiver costs several thousand dollars. Cheaper ones offer less range. He has not been impressed with the functionality of wireless systems.

Kelly referenced Option 1. He asked whether adding two 5 MP cameras and the Network Video Recorder (NVR) would also tie in the existing cameras. Harnois said it would. He would put a decoder and convert to IP cameras. He said it usually costs about \$200 per camera for the conversion.

Daleiden asked about the new style 2.2 MP cameras. Harnois said high-definition serial digital interface (HD-SDI), is a good system. Daleiden said it wouldn't be an issue for the Information Technology Department (IT) regarding band width and running additional wiring. Harnois said band width is available when viewing, but not recording.

Harnois said the County would be limited to a storage place with the HD-SDI. Most systems are going to IP cameras. Prices are coming down. They offer a lot of features to adjust cameras individually and manually versus going through a digital video recorder (DVR). He said the County's current software is not compatible with HD-SDI cameras. New software would have to be purchased. The system in his proposal uses an IP camera with existing software. The HD-SDI can only view one monitor with the recorder. The current system functions more as an enterprise system. The HD-SDI system is very good and is perfect for convenience stores. It's cost effective and provides better video. However, Harnois said, it cannot do some of the things the IP can do. More storage space can be added. He said it is possible to control the bandwidth of each camera and viewer as well. For example, bailiffs at the GC may view video on the low bandwidth, but can increase the resolution when playing back or using the video.

Daleiden said only two cameras are needed at the front of HSC. Harnois concurred. He added an option

that should say 2 to 5 MP cameras, for \$1,200 to \$1,600 dollars. His company is testing some 3 MP cameras now. They are about a third of the cost of higher MP cameras, and appear to work well. They are evaluating a 3 MP one now that is from a new brand. Harnois said the 3 MP is almost as good as the 5 MP cameras.

Daleiden asked whether the HSC needed a 5 MP camera. Harnois said it would get details such as license plate numbers. The 3 MP might get that kind of detail, but the 5 MP is better. Harnois said the difference in the images between the cameras is visible.

Dahl thought the capability of capturing license plate numbers was important. That would provide physical evidence. Kelly said they have used images from the 5 MP cameras at the GC that helped immensely in court. Whatever the Board chooses, the new image will be an improvement over the current system. The lot needs to have camera coverage for liability purposes.

Daleiden said the cameras are outside. In the proposed location, they won't cover the area by the door. Harnois said they will be tucked in by the glass doors and then angled out. Daleiden asked if vandals could reach them. Harnois said the cameras would be mounted, but could be removed with a sledge hammer. They can't be pulled off. He said in this spot, they could use a dome camera. It would be hammer drilled in place.

Daleiden asked whether the camera could be positioned higher up and outside. Harnois said it could, but the angle would miss the glass door. Schwartz said the camera would not show anything inside the doors. Daleiden was concerned about relying on that to get a license plate. Harnois said it is difficult to try to achieve multiple functions with one camera. To read a license plate, the camera must be set up to get them driving down the center aisle of the parking lot. A wider angle won't have enough pixels to read a license plate. The field of view must be narrowed to get a license plate. However, a narrow angle will not permit views of the entire parking lot.

Harnois said Daleiden's point about positioning the camera outside is a good one. Schwartz expressed concerns about capturing personal interactions in the HSC vestibule. Daleiden said that while he understood her point, he was more concerned about the parking lot.

Harnois said the new camera permits viewing as it happens. There are three monitors in the Bailiff's office at the GC. They would simply need to pull up the HSC cameras to view it. Schwartz said they could give the bailiffs advance notice and have them watch. Schwartz commented that it would be helpful to have that capability. Harnois said the HSC system could be brought into the GC system so the bailiffs could monitor there as well.

Potter asked where a third camera could be placed. Harnois said one could be located to cover the entry, and two on the outside of the building to provide views of the parking lot. Daleiden said that would provide better coverage. Harnois said a 3 MP camera would work for the vestibule. The 5 MP are needed to cover the parking lot. Potter said it's important to get the right number of cameras.

Dahl said he liked the proposal to cover the main entryway and the parking lot since a lot of activity occurs outside. He agreed that they should ask the Sheriff's Office to allow bailiffs to monitor this feed. Daleiden said bailiffs do not monitor consistently, however. Schwartz said if a parent was having issues, for example, they could alert the bailiffs.

Regarding other items, Harnois said if he installs 3 IP cameras and converts the existing cameras, he would clean the lenses and inspect them. The new system and new encoder will make the existing cameras look better and improve the resolution. The decoder processes images better, too.

Daleiden said they should do it right the first time. Schwartz said one incident documented on camera

pays for the cost of the system. Daleiden said if a 3 MP camera is used for the front entry, the cost will be minimal. Harnois added that if they position the parking lot cameras in the vestibule, there will be a dead spot (no visibility) in the center.

Kelly said the inclination is to install two cameras on the HSC roof and one in the vestibule and going with Option 1 as outlined in Harnois' proposal. Harnois recommended the Committee speak with Swing to make sure there is enough available bandwidth. He said the system will use an estimated 20 MB per second for recording, and 10 MB for playback. There is perhaps 50 MB of bandwidth on the County's fiber optics network. Harnois said it would be advantageous to use the recorder at the GC and bring in all the HSC camera video there as well. He said the same recorder could be used to upgrade the system at the Public Works Building, too, in the future.

Hayes asked if Harnois would do a revised proposal and bring it back to the next Building Committee meeting. Harnois said a third camera (3 MP) will cost another \$1,200. Harnois asked for clarification that the Committee wants two 5 MP cameras on the parking lot. Daleiden said yes.

Daleiden requested a total price. Harnois said he will get pricing. Daleiden said he also wants to know the costs incurred by IT.

Recommendation: Harnois will provide a revised quote for two 5 MP cameras, NVR, and adding a 3 MP camera.

Action:

3. Minutes of April 30, 2014 Ways & Means Committee.
Members Present: Husom, Sawatzke, and L. Kelly
Others Present: Dahl, Gillman, Partlow, Schwartz, Vergin

II. Vehicle Fleet.

Schwartz said the request is to purchase or lease four small, fuel efficient vehicles. She distributed a document entitled, "Wright County Human Services Vehicle Fleet Options" (see attached). Currently the Human Services Department (Agency) has the use of one car. However, it is not supposed to leave the city limits due to its condition. The other vehicles used by the Agency have encountered numerous problems during the winter. Schwartz said the Agency has never achieved the goal of maintaining a fleet of seven vehicles. Partlow said they have had a fleet of five cars for a number of years.

Schwartz said they are desperately in need of cars, as most of their work force is mobile. The Agency paid \$117,000 in mileage and \$31,000 in vehicle costs in 2013. She thought it made sense to purchase County vehicles and spend less on personal vehicles, especially in relation to volunteer drivers. She said supervisors have expressed concerns about being unable to transport clients. Agency employees use their own cars. Schwartz said she has talked with Kelly and Dahl regarding how to acquire vehicles.

Schwartz said Agency employees use their own vehicles to transport clients at the County reimbursement rate. That is where the bulk of the expenses come.

Dahl said there is significant exposure to the County when employees transport clients in their personal vehicles. Schwartz said the vehicles in the Agency fleet are out of commission due to mechanical failure or fender benders over the winter. Fortunately, no one was hurt.

Sawatzke asked what type of vehicle the Sheriff's Office uses. Kelly said they use the Ford Taurus model.

Sawatzke said if the Agency leased new vehicles, an entity other than the County would maintain them. He said it would be cheaper to purchase vehicles since the County can maintain them. It would be more efficient if the Agency obtained vehicles of the same make and model.

Sawatzke suggested that Highway Department employees who work on County vehicles attend the next Ways & Means Committee meeting to provide input regarding the vehicles they recommend to purchase. Also, there may be several vehicles that will be retired from the Sheriff's Office that may become available to the Agency this year and next.

Husom said if the Agency purchased two vehicles now and received three from the Sheriff's Office, the fleet would be at five vehicles. Kelly said more cars are coming from the Sheriff's Office, but won't be allocated to the Agency until their replacements arrive at the Law Enforcement Center. Dahl said that may be soon. The last new car was delivered and is insured.

Sawatzke suggested the Committee meet again in two weeks to talk with the Highway Department employees who work on the County's vehicle fleet. He said the lease numbers look good, but at some point the vehicle will be paid for while the lease payment remains. Schwartz said they were inclined to purchase vehicles, too.

Kelly said it would make sense to have similar cars. Sawatzke said it may be wise to establish a standard County vehicle apart from the Sheriff's Office. Kelly said he has been working on a vehicle pool with the emphasis on one type of County car. He may also consider adding more vans or smaller cars. Sawatzke said if basic transportation is needed, there should be a standard issue vehicle. Schwartz said 90 percent of Agency use is standard. Occasionally a van is needed.

It was decided that Schwartz, Kelly and Dahl will talk with Highway Department vehicle maintenance staff prior to the next Ways & Means Committee meeting.

Sawatzke asked Dahl to provide a list of all County passenger vehicles at the next meeting. He would like to see how many vehicles the County owns. Sawatzke said he did not need information on snow plow trucks or other non-passenger vehicles.

Dahl asked whether the State contract includes vehicles for lease. Kelly said the he will ask Craig Hayes, Purchasing Agent, to look into it.

Kelly said Departments such as Administration do not have any vehicles assigned, but occasionally could use one to attend conferences and meetings off site. There are County vehicles that are not used on a 24/7 basis. Kelly said if the County consolidates resources, fewer cars would be needed.

Recommendation: Lay over to next Ways & Means Committee. Dahl will provide the Committee with a list of County-owned passenger vehicles. Kelly, Schwartz, and Dahl will meet with Highway Vehicle Maintenance and Law Enforcement Staff to obtain their recommendations.

Action:

4. Director's Comments.
Information

The next regular meeting will be held at 1:30 P.M., **Tuesday**, May 27, 2014, in the Commissioners Room, at the Wright County Government Center. Chairperson Sawatzke adjourned the meeting at _____ P.M.