

**SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS
WORKSHOP MEETING MINUTES
AUGUST 20, 2014
6:15 PM**

The meeting was called to order by Director Acton: Pledge of Allegiance

Director Acton stated that adequate notice pursuant to the Open Public Meetings Act has been given of this meeting.

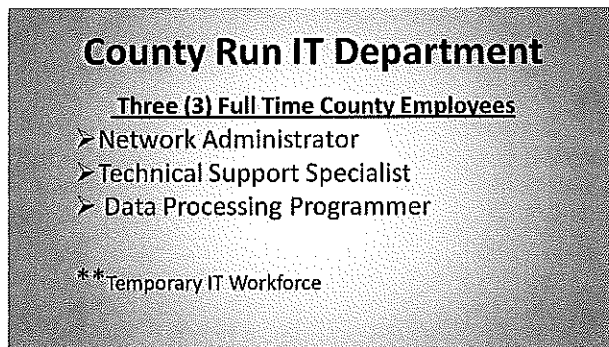
On Roll Call, the following Freeholders were present: Deputy Director Cross, Freeholders Laury, Vanderslice, Bobbitt, Timberman, Ware and Acton.

IT Presentation – Stacy Pennington



IT Cost Comparison

Comparing the cost of a County run IT department versus outsourcing to an IT company

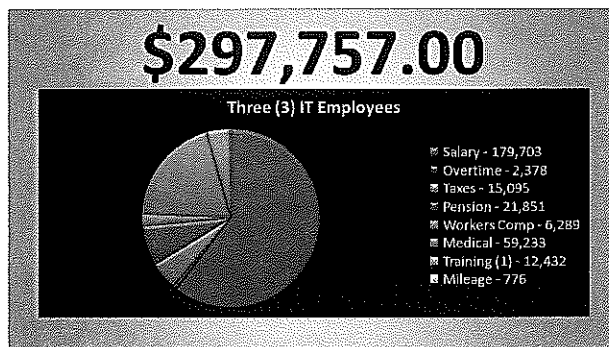


County Run IT Department

Three (3) Full Time County Employees

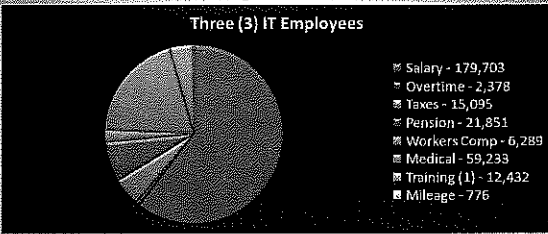
- Network Administrator
- Technical Support Specialist
- Data Processing Programmer

***Temporary IT Workforce



\$297,757.00

Three (3) IT Employees



Category	Amount
Salary	179,703
Overtime	2,378
Taxes	15,095
Pension	21,851
Workers Comp	6,289
Medical	59,238
Training (1)	12,432
Mileage	776

2013 IT Temporary Staffing/Web Design Staff & Services

Company Name and Service	Cost
Protocol Temporary Staff	\$ 53,885
PC Networks Temporary Staff	\$ 14,327
JHS Web Design	\$ 8,915
Total Cost	\$77,127

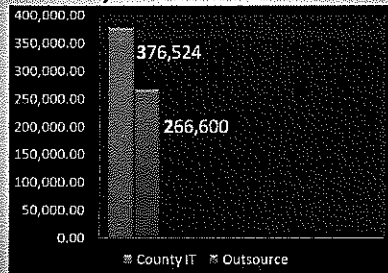
Total Cost - County Run IT **\$ 376,524.00**

	Amount
(3) Employee Compensation	\$297,757
Temporary Staff / Web Design Staff & Services	\$ 77,127
Office Operating Expenses & Cell Phones	\$ 1,640

Outsourcing Costs **\$266,600.00**

- Eleven Staff members
 - Industry Certified Network Techs and Engineers
 - Web Designer/Multi Media Specialist
 - Telecom Engineers
 - Network Security Specialists
- 24/7 Availability
- On Site Staffing
- Helpdesk
- Web Design and Maintenance
- Information Technology Management Services
- Network Monitoring
- Performance Monitoring
- Security Patch Management
- Risk Analysis
- License Management
- Anti Virus Software

County Run vs. Outsource



Additional Savings **\$550,000.00**

Upgrade Project – Network Infrastructure
204 PCs and Laptops

County IT Estimate

\$1.75 million

Outsourced IT Vendor

\$1.2 million

Taxpayer Savings

\$ 659,924.00

- Freeholder Bobbitt asked if that mileage is for the whole department.
- Stacy stated yes, that is correct.

- Freeholder Bobbitt asked about the \$77,127.00 for Temporary staff, and asked if they were the people we use to use.
- Stacy stated, yes the County had to bring in temps for different expertise.
- Freeholder Bobbitt stated now that Green Technologies was brought in, we do not need the temps anymore
- Stacy agreed.

- Freeholder Acton stated that there were over 2,800 tickets that were outstanding, whether they were either never closed, taken of care, and all of that has been up to date. None of this was about performance, it's mainly about efficiency. I really strongly believe that this is a positive action.
- Stacy replied that if there was a temp that left, that the two people who were qualified to run the help desk, and they were out on site, there was really nobody to work the help desk. Sure you have the phones answered, but that person would not be able to take care of the message because they do not know all the technology.
- Freeholder Acton stated that they were always understaffed.

- Freeholder Bobbitt asked if the total cost was for one year, for how many years.
- Stacy stated that it is a one year contract.

- Freeholder Cross stated that the biggest thing was that it was a state contract and it eliminates the competition.
- Stacy stated that they have no bargaining power.

- Freeholder Timberman stated she was made aware of an issue at the OEM, missing some software, it was several hours over 12 hours before it was corrected.
- NCI Issue, was a routing issue of a state router. The state IT people had to take care of it, and they went home at 5:30.

Committee Reports

Administrative – Director Acton

- Trying to set up a follow-up meeting to Ardaugh to see what the status is.
- Joe Constance from the Lt. Governor's Office called saying he had some good news, but has not been able to connect with him, will call back tomorrow.
- PAR for Kathleen Mills who will be Director of Economic Development along with tourism, and culture and heritage. Her qualifications speak for themselves along with her dedication to Salem County. She is already on the council for Economic Development. Very attentive and committed.
- Veteran's Picnic will be held on September 13th, flyers are located around the county and in the Clerk of the Board's office. The entire event is donated.
- Veterans' Outreach Fair, November 6th, 16 agencies are set up, going along really well
- Veterans' Military Service Medal Ceremony will be held November 13th, 50 Veterans signed up, 40 will be in attendance.
- Trying to get Cemetery signs, to give families instructions on the rules of the cemetery, Joe Hannagan working on this.
- The Veterans' Office is moving into the adjusters old office in the 5th street complex, easy access on one floor.
- SCIA put out their strategic plan
- Clerk of the Board is exploring the opportunity to change to paperless meetings,
 - Kevin Crouch explained, it will condense the packets into one file, able to record and take notes
 - Easy navigation between items on agenda and documents, easy maneuver
 - CFO Katie Coleman also has the equipment and testing it out.
 - Freeholder Bobbitt said it will be "Freeholder Friendly"
 - Kevin and Katie both explained that is what they are looking for
 - Hope that it will work on any device whether tablet or Ipad.
 - Will accommodate each Freeholder when the time comes.

Public Works – Freeholder Laury

- Palatine Culvert Bridge is complete. August 13th was the grand reopening ribbon cutting ceremony.
- The water tower is now under construction and will be for the next few months
- Buckhorn Bridge, LAC – needs repairs, wooden bridge on a dirt road. Metal plates were holding it in place until they were stolen. Will need to be replaced.
 - County does not own the road, but owns the bridge.
- Freeholder Ware asked a timeline on the Penn Salem Bridge, it's a deathtrap
- Freeholder Laury will inquire to the state and R.E. Pierson on any new updates
- Route 45 will begin a resurfacing phase, will check to make sure it does not interfere with annual Cow races.
 - The Cow Run Event is sponsored by Stand Up For Salem County, it is a 10 mile run that traces the original route of the Revolutionary War "Great Cow Chase" from Salem County NJ to Valley Forge PA to feed General Washington's Troops.
- Salem- Hancocks Bridge – Progressing, Bluestone Curbing is being placed. In Phase 2.
- Freeholder Acton asked about the Mosquito Commission
 - Freeholder Laury – No complaints
 - Freeholder Bobbitt stated Jeff Ridgway has been very responsive
- County Counsel Michael Mulligan

Public Safety – Freeholder Cross

- Prosecutors Office put out their annual report
 - Number of witnesses, under a significant caseload right now
 - Possibly hire a clerical person to help maintain paperwork for witnesses
 - August meeting was canceled, will meet on September 5th
- 911 Center- renovations are complete
 - It is a remarkable difference from the old to the new
 - Talking about doing a tour for the Freeholders
 - Completed renovated by bond funds
 - Police Room , possible expansion– a 20% reduction over the course of 5 year plan, early phase
 - The County saved about \$200,000.00 by having a shared services agreement with Gloucester County to hook all the new technology up.
 - Gloucester County was also able to show the employees how the systems and technology equipment work
- Meeting September 10th at 8:30am with Gloucester County regarding jail expansion, Freeholders Ware, Acton, and Vanderslice will be in attendance.
- SCIA – Meeting was August 18th, board has voted to negotiate the contract for executive director position. Did not want to terminate position, but would rather see it go part-time.
- Merger of the Economic Development Website is updated.
 - Kathleen Mills will take responsibility of Director of Economic Development
 - Better funding process
- 9/11 Ceremony – setting up at the Memorial Park at the OEM, 6pm start
- SJ Freeholders Meeting will be Monday August 25th, at 5:30pm in Glassboro

Social Services – Freeholder Timberman

- Bookmobile was out for repairs
- Inter-Agency Council Meeting on Monday with Ray Bolden and John Asparis,
- Salem Woman Services are working on their strategic plan
- Board of Elections – no updates as of yet, but will soon be requesting money for the upcoming election.
- Commission on Woman – No update due to summer hiatus
- Freeholder Acton – Sent Freeholder Timberman and program for young ladies, leadership program.

Health & Human Services – Freeholder Vanderslice

- Fan Giveaway was a huge success. Over 55 recipients benefitted. Will be recognizing individuals from Smick Lumber and Mid-Atlantic Career Center at the Freeholder's meeting
- Septic reviews are still at a 3-5 day turnaround which is outstanding.
- Flu Clinics are at Salem Community College, Tuesday, September 16th from 10am to 2pm
- Vehicle Drive-Thru Flu Clinics are at Salem County Fair Grounds, September 29th from 10am to 2pm
- The Public Health Nurse will be visiting for the first time all the Meals on Wheels recipients to provide them with the Flu Shot.
- Health Dept. will be speaking with Election Board to provide possible early morning Flu Clinics on Election Day.
- The Health Screening was a success, Since June 1st, over 429 residents was screened.
- Salem County Fair, Public Health Nurse screened twice as many people as last year
- Disability Awareness Day again was a huge success with over 150 people attending
 - This year was the record for most number of attendees and vendors
- Health Dept. has a new Food Corp Service Worker, grant funded position
- Office on Aging received a \$300,000.00 grant from the Health and Wellness Foundation for the “All about you” program, which provides instruction for improving balance, healthy bones, and nutrition.

Public Services – Freeholder Bobbitt

- No reports.

Transportation, Agriculture & Cultural Affairs – Freeholder Ware

- Closing in on NJ350
- Alloway Halloween Parade is the last scheduled event
- Kathleen Mills and her team have done an outstanding job with organizing everything and are certainly a gem to Salem County

Discussion:

- Freeholder Timberman mentioned Kathleen Mills PAR is not available.
- Stacy Pennington explained the PAR was previously signed; we needed to wait for the title and salary ranges to be approved by the Union. Civil Service title is Tourism Representative I, but her working title will include Director of Economic Development. Will email to Freeholder Timberman.
- Director Acton stated we had a very successful Salem County Fair and thanked David Lee and his team for all their hard work.
- Freeholder Ware said the weather cooperated and has never seen it so crowded on a Thursday night.
- County Counsel Michael Mulligan stated that there is a resolution on tonight's Agenda that he urges everyone to pass. The State DEP came down with the help of Freeholder Laury's leadership, the NJDOT found out they had approved us a year ago, but forgot to tell us about the 80% federally funded grant for the rehabilitation of Willow Grove Dam.
- Freeholder Laury stated that there had been numerous phone calls and letters written asking about the status of this application and nobody knew. Congressman LoBiondo even called, and the State could not give him an answer. Asking Congressman LoBiondo wrote a letter asking for a meeting, the DEP stated that the application has been approved for 11 months.
- Freeholder Bobbitt asked what we would be paying for and how much.
- County Counsel Michael Mulligan stated we will be paying 20% for redoing 60% of the dam. It's a four-million dollar project.
- Freeholder Bobbitt apologizes for all his past comments regarding this project and appreciates all of Michael Mulligan's and Freeholder Laury's work and efforts.
- County Counsel Michael Mulligan stated that this is just the beginning, which the NJDOT still has to give Salem County Environmental approval, which they have already given Cumberland County. The resolution tonight is acquiring 1.6 acres of right of way land for a negligible price, the land is not worth anything, but it is needed in order to receive the grant money. This project should not begin with the grant money, which is 80% of \$4,000,000.00.

Freeholder Bobbitt made a motion to enter Executive Session (R. 2014-337) to discuss potential litigation, seconded by Deputy Director Cross, carried by hand vote of 7/0 at 7:08 p.m.

Respectfully submitted,
Kevin Crouch
Clerk of the Board