

**THE BOARD OF COUNTY COMMISSIONERS
DURHAM, NORTH CAROLINA**

Monday, June 6, 2005

9:00 A.M. Regular Worksession and Budget Worksession

AGENDA

1. Citizen Comments 10 min.

1. Mr. Wesley Poole has requested time on the agenda to discuss re-allowing the taking of deer with dogs in Durham County.
2. Mr. Ralph McKinney Jr. has requested time on the agenda to speak to the Commissioners about various issues.

2. 2004 Annual Report of the Durham Open Space and Trails Commission

15 min.

The DOST Commission advises the Board of Commissioners and the City Council on issues related to preservation of valuable open space, as well as the development of trails facilities for pedestrians and bicycles. The 2004 Annual Report summarizes the activities of the Durham Open Space and Trails (DOST) Commission and is provided in conformance with the Interlocal Cooperative Agreement.

Resource Person(s): Tom Stark, Chairman, Durham Open Space and Trails Commission, and Frank Duke, Director, Planning Department

County Manager's Recommendation: The Manager recommends that the Board receive the presentation by the Durham Open Space and Trails Commission and receive the Annual Report for 2004.

3. Report from the Women's Commission

15 min.

The Durham County Women's Commission has requested to present a report to the Board on the Commission.

For several months, the Durham County Women's Commission has made an intense effort to reorganize the commission in order to fulfill the mission for which it was established. Thus far, the bylaws that govern the body have been amended; it has engaged with the City of Durham and other community agencies to present a domestic violence forum (November) and vigil (December); and it is currently updating the DCWC website and planning a Fall Women's forum. The Women's Commission has continued to monitor its roster and make what it believes to be appropriate decisions in order to maintain a viable body based on those bylaws.

Presently, there are nine official members ? 7 African-American, 1 Caucasian, and 1 Other representative. There are currently four openings for additional members, which desperately need to be filled. The Commission requests that all future members be chosen so that the entire Durham community of women is represented.

Resource Person(s): Yvonne Sanford Dunlap, Women's Commission

COUNTY MANAGER'S RECOMMENDATION: THE COUNTY MANAGER RECOMMENDS THAT THE BOARD

RECEIVE THE REPORT AND GIVE DIRECTIVES, IF DEEMED APPROPRIATE.

4. **Tax Office Website?Use of Digital Home Images**

25 min.

The Tax Office is working with the current software vendor to develop a website that will more thoroughly meet the needs of Durham's citizens, businesses, and others. There are currently almost 80,000 digital images (pictures) of improved properties in Durham County. At this time, they are not a part of the Tax Office's website. The Tax Administrator would like to provide further detail to the Board, discuss various options, and obtain input regarding making these pictures available to the public on the website.

Resource Person(s): Kenneth L. Joyner, Tax Administrator

County Manager's Recommendation: The Manager's recommendation is that the Board receive the presentation from the Tax Administrator and provide feedback regarding the Tax Office Website.

5. **Document Management/Imaging Vendor Contract**

30 min.

The Department of Social Services is recommending OneSource be awarded the contract for the Document Management/Imaging project. The Department, in partnership with the IT and Purchasing Departments, has undergone an extensive process to determine countywide requirements for this pilot and has conducted an extensive review of responses to the RFP. Responses were received from 15 vendors. The review process included onsite demonstrations and site visits to NC agencies using the proposed applications in New Hanover, Randolph, and Johnston Counties, as well as extensive telephone reference checks.

This project will improve the way DSS manages and stores client records, will result in major space efficiencies planned in the new Human Services Complex, and improve customer service. The project includes offsite storage and technology so records can be viewed on computer screens. Because the project is designed to improve the document management process, in addition to scanning documents, it includes: electronic signatures on forms, on-line and interactive forms, automatic routing of forms to a supervisor or other designated persons for review and/or approval, scanning documents from clients and providers, importing electronic documents from clients and providers, and storing commonly used documents in a common area such as driver's license/picture id, birth certificate. Families will be able to share information one time with our agency; the agency will save significantly on the purchase of paper, file folders, and file cabinets, and the County will realize \$3.5 million savings in the required square footage in the new Human Services Complex with 20,000 square feet less than DSS currently occupies.

The total cost is for an amount not to exceed \$647,741.17. The OneSource software acquisition and implementation totals an amount not to exceed \$506,153. Hardware acquisition and implementation totals \$141,608.71, of which \$84,365.71 will be purchased from existing state contracts. Funding for this project totaling \$500,000 was approved in the FY05 DSS Budget. An additional \$125,000 is budgeted in FY06 and remaining funding will come from expected savings in the DSS administrative budget from reduced need to purchase file cabinets, paper, printer toner, and file folders. DSS will receive approximately 50% in reimbursement from this project through indirect cost allocation; therefore, the cost to the County will not exceed \$323,871. No additional County funding is required.

Resource Person(s): Sharon Hirsch, Assistant Director, Customer Access and Program Support Services, DSS; Perry Dixon, Director, County IT; Mitzi McClammy, IT; Yolanda Moore-Gaddy, Purchasing
County Manager's Recommendation: The Manager recommends that the Board receive the report,

place the contract award to OneSource on the June 13 agenda, and authorize the County Manager to execute the required contract documents.

6. **South Regional Library Update** 35 min.

The Board is requested to receive a report on the status of the South Regional Library planned for the former Lowes Grove School property and provide direction to staff as to how to proceed with the project.

The Lowes Grove property was purchased in May 2004 for development of the South Regional Library. The plan at the time of purchase was to demolish the existing buildings and construct a prototype regional library on the southern portion of the property. A future EMS station site was located north of the library with access to Alston Avenue. There were no plans for the remainder of the property. However, design has not begun on the library project due to unresolved issues related to site utilization and disposition of existing buildings.

The report, which includes several attachments, provides background information related to this project along with the recommendations of a committee that reviewed two redevelopment proposals.

Resource Person(s): Glen Whisler, P.E., County Engineer; Philip Cherry, Library Director

County Manager's Recommendation: The County Manager recommends that the Board direct staff to proceed with the original plan to construct the South Regional Library on the southern portion of the site. This would involve demolition of four buildings and securing the northern building.

7. **Presentation on Restructuring the County's Audit Function** 35 min.

On the heels of the 2004 Human Resources Audit, an Audit Assessment Task Team was assembled from across the State for the purpose of evaluating the audit process and to make recommendations on completing the benefits audit. In addition, recommendations were made by the Audit Assessment Task Team for restructuring the County's audit function. The two principal recommendations that came from the Audit Assessment Task Team were as follows:

1. A benchmarking survey should be performed to assess the appropriate size and structure of the Internal Audit Department.
2. Internal Audit should report to the highest level within the County organization (i.e. the County Manager **and** the Board of County Commissioners) with consideration given to establishing an Audit Review Committee that can serve as a third party in receiving/reviewing audit reports and addressing unresolved issues related to the audit process. It was also recommended that if the County was to establish an Audit Review Committee that the structures and recommended practices be utilized from the Institute of Internal Auditors (IIA) and the Government Financial Officers Association (GFOA).

The staff work has been completed for each of these recommendations and the Board is being asked to approve the following items:

1. Resolution Authorizing the Establishment of the Audit Oversight Committee for Durham County Government.
2. By-laws that govern the Audit Oversight Committee.
3. A new audit policy.
4. A new Audit Charter

Resource Person(s): Wendell M. Davis, Deputy County Manager

County Manager's Recommendation: The Manager's recommendation is that the Board receive the presentation, suspend the rules and adopt the resolution establishing an Audit Oversight Committee,

approve the by-laws that govern the Audit Oversight Committee, and adopt the new audit policy and charter.

Lunch

8. FY 2005-06 Budget Discussions 3 hrs.

The Board will hear presentations and discuss the following Human Services Departments? budgets:

- Public Health
- Department of Social Services
- Mental Health

In addition, the Board will discuss Medicaid issues.

COUNTY MANAGER'S RECOMMENDATION: THE COUNTY MANAGER RECOMMENDS THAT THE BOARD HEAR THE PRESENTATIONS AND PROVIDE DIRECTION, IF DEEMED APPROPRIATE.

5¾ hrs.