

**AD HOC COMMITTEE
COUNTY BOARDROOM
TUESDAY, FEBRUARY 5, 2019
MINUTES
4:00 P.M.**

1. Call to Order

2. Roll Call – Jason Spence (ch.), Matt Smith (v-ch), Russ Cotton, Deb Breyman present. Blake Parsons and Richard Hill were excused. Also present are Circuit Clerk Lynne Gilbert and Woodford County Health Director Hillary Aggertt.

3. Approval of Minutes

4. Unfinished Business

5. New Business

a. Nominations/appointment for Chairman, Vice-Chairman

Motion to appoint Jason Spence as chairman made by Cotton, seconded by Smith. *Motion passed.*

Motion to appoint Matt Smith as vice-chairman made by Cotton, seconded by Breyman. *Motion passed.*

b. Space Issues

It was brought to Mr. Spence's attention that the old pharmacy building is for sale, and that it could be a possibility for space. Discussion on the current buildings the county owns that are not being utilized, therefore we do not need to purchase any more buildings. We also do not have any money budgeted this fiscal year to purchase another building. It was discussed how much room the Circuit Clerk needs for her stored documents. It would be a benefit to have the files closer as they pull old files daily. They eventually hope to get them all scanned in, but that is a future project. We need to look into the cost of the rolling file system, and space it would require to house Circuit Clerk's documents. The voting machines are currently being stored in the back of the Mutual Building. Ms. Breyman to check with the County Clerk and see if those machines could be moved down to the Health Department building. It was asked if the e-filing was helping to eliminate paper and was reported that it currently does not as the Judges still want a hard paper copy. It was decided that the committee would meet at 3PM at the Health Department building before the meeting in March to tour and see what space is available.

1. VAC

The VAC and Assessors office work close together. We need to try and keep them relatively close. Ms. Breyman to contact them and see how many square feet they need.

2. Probation

Matt Noar reported that they need to keep the juveniles and adults separate. He stated that the Probation department could utilize the whole Board building. It was discussed that the VAC

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may even be able to use a portion of that building as well. Mr. Noar is put down on paper what his needs are and report back next month.

3. Highway

The Highway Department is budgeting for more space.

c. IT

Ms. Breyman provided the committee with a response she received from Viscon (EC Gupton) and Matt Haines regarding Sheriff Smith's IT proposal, the log that shows computer work that has been done the past month, and the bill from Mike Zimmerman showing that he does work that he does not bill for. It was discussed that we would put out for a bid, and see what we get back. It was brought up that it might be beneficial to have the vendors come in and give their ideas and thoughts. Every year it will have to be looked at the proposal to see if what we have in place still fits. It is the hopes that the IT person would help with what the budget needs would be. The plan is to nibble away at our problems until we can get the county up where it needs to be. Sheriff Smith will put together an RFP and bring to the March meeting. Sheriff Smith has agreed to be the point of contact for the vendor (once we hire one) initially. It was stated that the vendor we choose has to work with Viscon, who has the Circuit Clerk system, and also with the Health Department.

It was discussed how to get the Health Department on our system – hardline or point to point. Sheriff Smith to get price on point to point and report back next month.

a. Proposal

b. Highway new computers

The Highway Department will be needing new computer soon. When we purchase, the Health Department would like to be included to get the better discount.

c. Data - phone system


The Health Department needs to have their phone system updated. They currently have phones that are broken and taped together.

6. Adjournment

Motion to adjourn made by Cotton, seconded by Spence. *Motion passed.*

Meeting adjourned at 5PM.

Submitted by: Deb Breyman


Jason Spence, Chairman
Ad Hoc Committee