

Clearwater, Florida, October 27, 2011

The Pinellas County Business Technology Services Board met in work session at 1:00 P.M. on this date in the County Commission Assembly Room, Pinellas County Courthouse, Clearwater, Florida, with the following members present:

Susan Latvala, County Commissioner, Chairman
Pam Dubov, Property Appraiser, Vice-Chairman
Deborah B. Clark, Supervisor of Elections
Bob Dillinger, Public Defender
Myriam Irizarry, representing Ken Burke, Clerk of the Circuit Court
Robert S. LaSala, County Administrator
Captain Jim Main, representing Jim Coats, Sheriff
Bernie McCabe, State Attorney
Chief Judge J. Thomas McGrady, Sixth Judicial Circuit
Diane Nelson, Tax Collector
Kenneth T. Welch, County Commissioner

Not Present

Ken Burke, Clerk of the Circuit Court
Jim Coats, Sheriff

Also Present

Paul F. Alexander, III, Director of Business Technology Services (BTS)
Dennis R. Long, Chief Assistant County Attorney
BTS Department Staff
Michael P. Schmidt, Board Reporter, Deputy Clerk

AGENDA

1. Call to Order (Chair, Commissioner Latvala)
2. Designation of Voting Proxies (Chair, Commissioner Latvala)
3. Approval of Meeting Minutes (Chair, Commissioner Latvala)
BTS Board Meeting – July 21, 2011
4. Action Item – BTS Board Elections for 2012 Chair/Vice-Chair (All)
5. Action Item – Approval of Performance Evaluation (Chair, Commissioner Latvala)
6. Action Item – Approval of Financial Subcommittee Recommendations (Billy Young)
7. Information Item – Enterprise GIS Update (Vice-Chair, Pam Dubov)
8. Information Item – Service Level Agreement (Nancy Sherman and Deborah Clark)
9. Information Item – Enterprise Asset Management Update (David James)
10. Information Item – Juvenile Welfare Board Update (David James)
11. Adjournment (Chair, Commissioner Latvala)

**Adjourn to the BCC Conference Room for Security Executive Session **
(Exempt from Sunshine Law pursuant to Sec. 286.0113(1), F.S.)

CALL TO ORDER

Chairman Latvala called the meeting to order at 1:00 P.M.

DESIGNATION OF VOTING PROXIES

Mr. Alexander indicated that only Captain Jim Main, representing Sheriff Coats, would be unable to vote, as he also represented Sheriff Coats at the July meeting; and that the representatives for all other members who are absent would be eligible to vote; whereupon, Chairman Latvala announced that Agenda Item No. 5, Approval of Performance Evaluation, would be deferred to the next meeting; and that Item No. 8 would be heard prior to Item No. 7.

MINUTES OF JULY 21, 2011 MEETING – APPROVED AND UPDATE PROVIDED

Upon presentation by Chairman Latvala of the July 21, 2011 meeting minutes, Mr. Alexander provided an update regarding the Enterprise Geographic Information Systems (EGIS) transfer, and clarified that due to budget time constraints, the transfer of EGIS to the Property Appraiser's budget will be deferred to Fiscal Year 2012-2013; that it is funding neutral; that the EGIS Bureau has been transferred to the Property Appraiser area; and that EGIS will stay in the BTS budget for another year, with BTS handling the administrative portion.

Thereupon, Commissioner Welch moved, seconded by Chief Judge McGrady and carried, that the minutes of the July 21, 2011 meeting be approved.

COMMISSIONER LATVALA RE-ELECTED CHAIRMAN AND PROPERTY APPRAISER DUBOV RE-ELECTED VICE-CHAIRMAN FOR 2012

Chairman Latvala called for nominations for the offices of Chairman and Vice-Chairman for 2012; whereupon, Mr. Dillinger nominated Commissioner Latvala as Chairman and Property Appraiser Dubov as Vice-Chairman, seconded by Commissioner Welch, and carried.

ANNUAL PERFORMANCE EVALUATION FOR BTS DIRECTOR – DEFERRED TO NEXT MEETING

Chairman Latvala indicated that the annual performance evaluation is not ready at this time, and would be deferred to the next meeting. In response to a suggestion by Mrs. Nelson, Chairman Latvala agreed to provide the evaluation to Mr. Alexander and the members as soon as it is complete; whereupon, following discussion and at the suggestion of Mr. McCabe, Mr. Alexander indicated that the evaluation form and his Annual Budget Summary would be revised for next year; and that drafts would be brought before the Board for discussion and approval.

APPROVAL OF FINANCIAL SUBCOMMITTEE RECOMMENDATION

Billy Young, Senior Manager, BTS, with input by Commissioner Welch, indicated that, following review, the Financial Subcommittee is recommending that the Security and Clerk's Imaging services be accepted as enterprise in nature and have notional billing; whereupon, Commissioner Welch moved, seconded by Mrs. Clark, that the item be approved.

In response to query by Mr. Dillinger, Mr. Alexander indicated that there is no tie-in to this item and the shadow meeting to be held about BTS security following this meeting; whereupon, upon call for the vote, the motion carried unanimously.

Following the vote, Mr. Young, with input by Mr. Alexander, indicated that with approval of these two services, enterprise services will represent 45 percent of the BTS budget; that the transition from cost allocation to the cost recovery process is underway; that an agreement has been reached with the Office of Management and Budget (OMB); and that Chief Assistant County Administrator Mark S. Woodard is assisting with planning the transition.

Thereupon, Mr. Young announced his upcoming retirement and introduced the new BTS Service Manager, Nancy Sherman.

SERVICE LEVEL AGREEMENT

Ms. Sherman provided an overview of the Service Level Agreement with the Supervisor of Elections, noting that the agreement explains the expectations and responsibilities of each party. She indicated that the Supervisor of Elections will maintain the responsibility of all applications and BTS will provide the foundation to run the systems.

Mrs. Clark thanked the BTS staff involved and explained the working relationship between the two departments, noting that the partnership has saved her department time and has added tremendous depth to the organization. Later in the meeting, Mrs. Clark introduced Rick Becker and recognized him and Marc Gillette as valuable members of her staff, and Mr. Alexander recognized and thanked Dennis Long.

In response to query by Mr. Dillinger, Mrs. Clark discussed GIS and EGIS, noting that as soon as redistricting and reprecincting is complete, her organization will join the County EGIS; whereupon, in response to queries by Commissioner Welch, she discussed the timeline for completing redistricting and reprecincting.

ENTERPRISE GIS UPDATE

Ms. Dubov provided an update on the Enterprise GIS, and indicated that the EGIS Bureau was formed in August; that the Bureau is located in the Property Appraiser's Office on the second floor of the Courthouse; that training is in process; that staff is working well together; that the Enterprise License Agreement is being negotiated with the software vendor; that the community map conversion will be available soon; that the aerial imagery project has been completed; and that the City of St. Petersburg and other cities have indicated an interest in partnering with the County, and discussion ensued.

ENTERPRISE ASSET MANAGEMENT UPDATE

David James, Deputy Director, BTS, provided an update, noting that enterprise asset management consolidates the several Legacy asset management systems in the County and uses automated technology to assist many departments in the county, including Public Works and Utilities.

Mr. James indicated that the strategy is two-phased; that Phase 1 will determine capabilities available in the standard software, will take about six months, and will result in a GAP Analysis Report; and that the GAP Analysis Report will identify any gaps, provide ways to fill those gaps, and will provide an implementation plan and schedule and a cost estimate for Phase 2. He related that the contract for Phase 1 has been awarded to Starboard Consulting and will start in November; discussed the budget for Phase 1, noting that the final cost will be just under \$300,000; and indicated that Phase 2 is expected to cost around \$2.2 million and will require BCC approval.

JUVENILE WELFARE BOARD UPDATE

Mr. James provided background information and an update of work being done with the Juvenile Welfare Board (JWB). He indicated that the JWB contacted Mr. Alexander to discuss opportunities to reduce its technology costs by transferring the services to BTS; that the Business Technology Services Board authorized BTS to work with the JWB; that the assessment confirmed that significant savings could be realized; and that the work has been transitioned to BTS, with the JWB funding the transition; whereupon, he discussed the scope of the services being provided to the JWB.

Mr. James discussed the agreement with JWB, noting that it is an annual agreement with annual service fees of about \$270,000, designed to be funding neutral, and renewable by written agreement and approval of the County Administrator.

OTHER BUSINESS

Administrator LaSala requested that Mr. Alexander provide a complete overview of the information systems, not only under BTS, but in the County in general, noting that he would like the report in February before the budget sessions begin; whereupon, Mr. Alexander suggested that he would provide an outline and bring it back to the Board as an action item, and no objections were noted.

In response to queries by Mr. McCabe, Administrator LaSala indicated that he would like details regarding what systems are available, the nature of those systems, the type of data being managed and for what purpose and for what end result, and where redundancies and interconnections exist and where they do not, noting that he would hope the report would lead to cost savings, but that would come as a next step.

ADJOURNMENT

Chairman Latvala, with input by Attorney Long, indicated that the meeting would be adjourned to the BCC Conference Room for an out-of-the-sunshine Executive Session on Security; whereupon, the Business Technology Services Board meeting was adjourned at 2:04 P.M.