

Clearwater, Florida, November 16, 2017

The Pinellas County Business Technology Services (BTS) Board met in regular session at 2:02 P.M. on this date in the County Commission Assembly Room, Pinellas County Courthouse, Clearwater, Florida, with the following members present:

Kenneth T. Welch, County Commissioner, Chairman
Bernie McCabe, State Attorney, Vice-Chairman
Jim Battyanyi, Representing Charles W. Thomas, Tax Collector (Non-Voting)
Bob Dillinger, Public Defender
Marc Gillette, Representing Deborah B. Clark, Supervisor of Elections
(Non-Voting)
Bob Gualtieri, Sheriff
Deborah Mells, Representing Ken Burke, Clerk of the Circuit Court and
Comptroller (Voting)
Chief Judge Anthony Rondolino, Sixth Judicial Circuit
Mike Twitty, Property Appraiser

Not Present

Ken Burke, Clerk of the Circuit Court and Comptroller
Deborah B. Clark, Supervisor of Elections
Janet C. Long, County Commissioner
Karen Williams Seel, County Commissioner
Charles W. Thomas, Tax Collector

Also Present

Jeff Rohrs, Interim Chief Information Officer (CIO), BTS
Kim Belanger, Executive Administrative Secretary, BTS
Jason Ester, Senior Assistant County Attorney
Other interested individuals
Michael P. Schmidt, Board Reporter, Deputy Clerk

AGENDA

1. Call to Order – Chair, Commissioner Welch
2. Designation of Voting Proxies – Chair, Commissioner Welch
3. Approval of Meeting Minutes – Chair, Commissioner Welch
 - BTS Board Meeting – September 21, 2017
4. Citizen Comments – Chair, Commissioner Welch
5. Action Item – Board Elections for 2018 Chair/Vice-Chair – Chair, Commissioner Welch
6. Presentation and Discussion Item – Vertical Application Realignment – Jeff Rohrs
 - Action Item – Approve BCC Vertical Application Candidate List – BTS Board
 - Action Item – Delegate administrative authority to CIO to execute the realignment within the scope discussed

CALL TO ORDER

Chairman Welch called the meeting to order at 2:02 P.M.

DESIGNATION OF VOTING PROXIES

Chairman Welch noted the three individuals in attendance representing the absent members; whereupon, Ms. Mells indicated that she will be voting on behalf of Clerk Ken Burke.

MINUTES OF SEPTEMBER 21, 2017 MEETING – APPROVED

Upon presentation by Chairman Welch, Mr. McCabe moved, seconded by Ms. Mells and carried unanimously, that the minutes of the meeting of September 21, 2017 be approved; whereupon, he remarked that the minutes were very detailed and well written and thanked the Board Records Department.

CITIZEN COMMENTS

No one appeared in response to the Chairman’s call for persons wishing to be heard.

SELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Mr. McCabe moved, seconded by Chief Judge Rondolino and carried unanimously, that Commissioner Welch be reappointed as Chairman of the BTS Board for 2018; whereupon, Chief Judge Rondolino moved, seconded by Mr. Dillinger and carried unanimously, that Mr. McCabe be selected as Vice-Chairman.

Chairman Welch expressed appreciation for being reappointed, indicating that while he looks forward to the coming year, a new Chairman should be selected when the 2019 nominations occur.

VERTICAL APPLICATION REALIGNMENT

Mr. Rohrs provided background information regarding the item, indicating that BTS has been working with the County Administrator and his staff for several months regarding the creation of a vertical application realignment plan; whereupon, he defined the terms vertical application and horizontal application, relating that the former is unique to a single stakeholder; that the latter is spread across multiple stakeholders; and that BTS will only be transitioning vertical applications, not horizontal or “enterprise” applications.

Mr. Rohrs conducted a PowerPoint presentation titled *Pinellas County Business Technology Services*, which has been made a part of the record, and discussed the following:

- Vertical Application Realignment – Goals and Objectives
- Vertical Application Realignment – Guiding Principles
- Background and History – High-Level View of BCCIS to IT Consolidation
- Background and History – High-Level View of BCC Vertical Application Alignment
- Candidate Application List; Candidate Application List (Changes)
- Potential Personnel Impacts; Potential Budget Impacts
- Chief Information Officer Role
- Action Item

Following the initial portion of the presentation, Mr. Rohrs related that BTS would like to obtain member approval of the Candidate Application List.

In response to queries by Chairman Welch, Ms. Mells related that a meeting had taken place with BTS regarding concerns expressed by Mr. Burke pertaining to specific applications; and that all of his questions were answered; whereupon, Mr. Rohrs provided information with regard to the Contracts Module.

In response to comments and queries by Mr. McCabe, Chairman Welch, and Sheriff Gualtieri, Mr. Rohrs discussed competition for resources and duplication of resources; whereupon, Office of Management and Budget Director Bill Berger reported that he, Mr. Rohrs, and Application Services and Support Director Belinda Huggins fully agree on the applications that comprise the Candidate Application List; and that while those 62 applications will transition to be under the Office of the County Administrator, the Administrator will not be limited to a fixed number of applications.

Mr. Rohrs referred to a bubble chart titled *Potential Personnel Impacts*. He indicated that seven teams will be supporting the 62 realigned applications; that 30 full-time equivalent positions will be impacted by the transition; and that one director and two managers will oversee the group; whereupon, he discussed potential budget impacts as follows:

- All expenses will stay in the BTS Fund (new program established within the fund)
- Largely a realignment of staff and personnel budget
- Enterprise License and Maintenance (ELM) will remain unchanged
- Project funds related to realigned projects with the exception of BTS-related expenses
- Minor redistribution of operating expense, training, and contractor/augmentation funds related to realigned applications

Sheriff Gualtieri expressed concern that the County Administrator and BTS Chief Information Officer could possibly be competing for dollars and resources at some point in the future, and questioned the potential need for a governance structure, and Chairman Welch and Mr. Rohrs provided input; whereupon, Mr. Berger discussed the budget process, the transparent manner in which budget targets are developed, and how decision packages are brought forward, indicating that he does not see a competitive disadvantage to either party, and discussion ensued regarding various aspects of the budget, including responsibility and accountability.

Mr. Rohrs discussed the role of the Chief Information Officer, relating that he will be an *agent* for the BTS Board and will represent the Board's interests and those of the County Commission during the realignment; that he will work with the County Administrator and Mr. Berger to facilitate the transition and to establish service level agreements; and that BTS needs to continue to be the trusted technology advisor to all BTS Board members; whereupon, he requested delegated authority to execute the realignment on behalf of the BTS Board within the scope discussed.

Chairman Welch expressed appreciation to everyone involved in the development of the Vertical Application Realignment plan. In response to comments and queries by Chief Judge Rondolino, he opined that the realignment is being implemented to return accountability to the County Administrator for positions a former Administrator gave up, without duplicating the enterprise functions that have been consolidated over the years; and that it will allow the Administrator to have a direct connection to a resource that has become increasingly vital to his business, and discussion ensued regarding past issues and conflicts. Following further discussion and in response to query by Sheriff Gualtieri, Mr. Rohrs indicated that following a positive vote by the members, he will begin working on the logistics and costs associated with moving 30 individuals.

Chairman Welch related that both action items can be addressed under one motion; whereupon, Mr. McCabe moved, seconded by Sheriff Gualtieri and carried unanimously, that (1) the BCC Vertical Application Candidate List be approved; and (2) that administrative authority be delegated to the Interim CIO to execute the realignment plan as discussed.

In response to queries by Sheriff Gualtieri and Mr. McCabe, Chairman Welch related that discussion will take place at the February 2018 meeting regarding how the Board plans to proceed with filling the open CIO position.

ADJOURNMENT

The meeting was adjourned at 2:46 P.M.