

**INFORMATION TECHNOLOGY AND COMMUNICATION
COMMITTEE MEETING**

THURSDAY, MARCH 1, 2012

5:30 P.M.

MINUTES

MEMBERS PRESENT: Commissioners Osieczonek, Brunette, Hoffman, Hosey and Ridge.

MEMBERS ABESENT: Commissioners Boles and Colestock.

ALSO PRESENT: John Fuentes.

PUBLIC PRESENT: Connie Kapugia.

The March 1, 2012 regular meeting of the Information Technology and Communication Committee was called to order at 5:30 p.m. by Chairman Osieczonek.

Commissioner Brunette moved to approve the minutes of the February 2, 2012 meeting, as presented. Commissioner Hoffman seconded. Motion carried.

An update to the Register of Deeds Enhanced Access Fee Schedule was presented and discussed. Background was provided on the history and legislative authority of enhanced access fee schedules. Discussion held.

Commissioner Hosey moved to recommend approval of the Register of Deeds Enhanced Access Fee Schedule amendment to the Board of Commissioners. Commissioner Ridge seconded. Motion carried.

A draft of a County Volunteer Policy was presented and discussed. The Committee reviewed the draft and provided comments. Discussion held. The Controller will present an update draft based on the Committee's discussion.

Updates were provided on the Courthouse wireless access project, the results of the LEIN Audit and Workflow project. Discussion held.

Commissioner Hosey moved to adjourn the meeting at 6:10 p.m. Commissioner Hoffman seconded.

The next regular meeting of the Information Technology and Communication Committee will be held on Thursday, April 5, 2012 at 5:30 p.m. in Conference Room 101 of the Courthouse.

Jim Osieczonek, Chairman

**Information Systems Department
 Cost Assessment for Digital Register of Deeds Records
 Pursuant to the Enhanced Records Access Policy/Statute 1996 PA 462**

	Cost	Life	Annual
Hardware & Software			
Original System Costs	\$107,179	5	\$21,436
Digital Storage (attributable to 2011 SAN)	\$8,462	5	\$1,692
Application Costs (Life-Cycle Costs)			
Hardware & Software Maintenance	\$47,533	5	\$9,507
Chief Dep. Operational Support Costs	\$34,800	1	\$34,800
Clerk Operational Support Costs (3 staff members)	\$130,380	1	\$130,380
Replacement Equipment	\$23,538	1	\$23,538
Hardware & Software Maintenance Costs (Other)			
Digital Storage (5% of annual)	\$586	1	\$586
Network and Infrastructure			
Network Operations and Support Costs (5% of est. annual)	\$10,000	1	\$10,000
Internet Service Provider (5% of annual)	\$800	1	\$800
Total Annual Costs			\$232,739
Average Documents Recorded Annually (based on 10/11 fiscal count)			18,159
Cost Per Record			\$12.82
Recurring Requests			1
Cost Per Record Per Requester (Cost for the County)			\$12.82
Attributable Portion of the "Cost for the County" Pursuant to the Enhanced Records Access Policy/Statute, 1996 PA 462		6%	\$0.64

This schedule supersedes an earlier version dated February 20, 2002.

Eaton County Volunteer Policy

2012

Purpose:

To establish a policy which provides guidelines on the use of volunteers in County programs and specifies the roles and responsibilities of those involved in County Volunteer Programs.

Background:

The County supports and encourages the use of volunteers when and where it is feasible and appropriate. Volunteers enhance and expand the work of paid staff. Volunteer programs in Eaton County are department-based and managed. The County Controller provides coordination of Countywide volunteer recognition, communication and reporting. The County partners with community organizations in sharing resources and supporting effective volunteer programs.

Policy:

I. ESTABLISHMENT OF VOLUNTEER PROGRAMS

County Department Heads and Elected Officials may establish a Department Volunteer Program upon determining that volunteers could make an effective contribution toward meeting the needs of the department/elected official's office, that the use of volunteers is appropriate to the mission and tasks of the organization, and that resources will be dedicated to establishing and maintaining a volunteer program.

Upon determination to establish a volunteer program, the department should designate a Volunteer Coordinator. It is the Department Volunteer Coordinator's role to serve as a point of contact for the department's volunteer activities and to assist the department in organizing, implementing and overseeing the volunteer program, including the establishment of goals, objectives and appropriate department-level volunteer policies.

Elements essential to the establishment of a volunteer program include:

- A) Application - A Volunteer Services Application serves to ensure that volunteers are registered and that their status as volunteers is documented. Each volunteer must have a current Volunteer Services Application on file with the department they serve. This is necessary for workers' compensation and liability coverage. Volunteers are covered only when registered as a member of a County Department Volunteer Program and when performing assignments within the course and scope of their written job description. Volunteer Services Applications will be made available to designated Volunteer Coordinators, and will contain the following information:

1. Registration Form – Contains applicant information, including interest, contact with law enforcement (applicants may request volunteer hours to comply with a court requirement, however, may be precluded from performing certain assignments), emergency contacts, and an agreement to adhere to the policies of the County, department and program (Drug-Free Workplace, Sexual Harassment, etc.).

a. Any volunteer who will drive on County business must possess a valid driver's license.

b. County volunteers may be subject to a criminal background check.

2. Volunteer Status Agreement – The form must be signed by each applicant acknowledging that they understand their work is NOT for payment.

B) Job Description – The department shall ensure that a written volunteer job description and a record of having communicated the job description with the volunteer, is placed in the volunteer's personnel file.

II. MANAGEMENT OF VOLUNTEER PROGRAMS

Elements essential to the successful management of a volunteer program include:

A) Recruitment – Citizens interested in volunteer opportunities with Eaton County may be referred to a Department Volunteer Coordinator by local community groups, through the recruitment efforts of the coordinator, by other Department Coordinators or by the Office of the County Clerk. When possible the department coordinator should ensure that a formal interview with potential volunteers takes place, during which the volunteer's skills and interests are compared with the department's opportunities to ensure an appropriate match.

B) Readiness – Before beginning an assignment, volunteers should receive an orientation to the volunteer program, the department, the responsibilities and duties of their position and a review of applicable County and department policies. Department staff who will be working with the volunteer should also receive an orientation to prepare them for working with and supervising volunteers. Both the volunteer and staff orientation will help ensure that volunteers will be eagerly accepted as part of the department team serving the community.

C) Goal Setting – Volunteers shall be treated as unpaid staff subject to performance evaluations, termination and other personnel management techniques. Volunteers should be provided with appropriate initial training and ongoing supervision by the department to which they are assigned. The composition and extent of training may vary with the assignment and the completion of any training should be documented within the volunteer's performance evaluation. Goals should be established for each volunteer program and for volunteers within the program.

- D) Recognition – The recognition of volunteer efforts is the responsibility of the department to which a volunteer contributes. Departments are encouraged to recognize volunteers in as many ways as possible, both formally and informally.
- E) Record Keeping – Volunteer records will be compiled and maintained for reference, recognition and required statistical reports. Records for all volunteers shall be updated when necessary to reflect performance evaluations, the completion of any training, changes in emergency information, changes in job description, etc. The total number of hours each volunteer works should be maintained in the same manner as hours of regular paid employees and reported to the Controller in preparation for the County's Annual Volunteer Report.
- F) Review – Departments are encouraged to conduct a periodic review of their volunteer program to evaluate its effectiveness and identify area for improvement and/or expansion. Annually each department shall provide the Controller a description of their recruiting program(s), special volunteer activities/achievements, and volunteer program goals for the upcoming year.

III. COUNTY CONTROLLER

Through cooperation with Department Volunteer Coordinators, the County Controller will assist County departments with their volunteer programs and ensure that the following functions and/or roles are filled:

- A) Communication – The Controller shall disseminate information relevant to the County's volunteer program participants during periodic meetings with Department Coordinators, through electronic mail, and when circumstances warrant.
- B) Recognition – The Controller shall execute an annual volunteer recognition program for the Board of Commissioners as a means of formally recognizing and thanking volunteers for their contributions to the community.
- C) Referral – The Controller shall refer potential volunteers to suitable work locations within the County.
- D) Annual Volunteer Report – The Controller shall submit an annual consolidated report to the Board of Commissioners encompassing information provided by all Eaton County departments which utilized volunteers during the previous fiscal year. The information reported shall include volunteer program, benefits, donations to volunteer programs, volunteer program costs, and the net benefit to the department from the volunteer program. Additionally, each department shall provide the Controller a description of their recruiting program(s), special volunteer activities/achievements, and volunteer program goals for the upcoming year.
- E) Promotion – The Controller will assist Department Volunteer Coordinators in organizing unified promotional materials such as brochures, pamphlets, newspaper advertisements, etc.