

**OFFICE OF BOARD OF SUPERVISORS
YAVAPAI COUNTY, ARIZONA**

Prescott, Arizona

January 6, 1999

The Board of Supervisors met in special session on January 6, 1999.

Present: Chip Davis, Chairman; Gheral Brownlow, Vice Chairman; Bill Feldmeier, Member (via telephone); Bev Staddon, Clerk.

Also present: Jim Holst, County Administrator; Dave Hunt, Board Attorney/Assistant County Administrator.

ITEM NO. 1. MIS Director Mark Ruddeforth. Consideration of MIS issues, including request for permission to expend funds for software, personnel and training. Participating in discussion was Treasurer Ross Jacobs. Mr. Ruddeforth told the Board he had been successful in his efforts on January 4 to purchase City of Prescott computer equipment, and had obtained the equipment for \$46,000. He reviewed with the Board his requests for software, personnel and training, all which were necessary due to complications with the Treasurer's billing and collection system due to the non-performance of HTE. He explained that for \$75,000 the County could purchase from Pinal County a software package that had been developed specifically for an Arizona county and that the County would have the right to make any changes it deems necessary to the program to make it specific to Yavapai County. He said that Cochise County had purchased the same package and had made some changes, and that for approximately \$15,000 the County could purchase those changes from Cochise County. There was brief discussion about the situation surrounding HTE's non-performance, during which Mr. Holst said that the Finance side of that package was working, but the Treasurer's was not. Mr. Ruddeforth told the Board that in order to use the Pinal County package he would have to obtain training for eight of his employees because none of his staff had used this type of system before, even though it is widely used throughout the country. He said that because there would be great difficulty trying to hire someone who is already trained on this system, it would be more effective to have existing staff trained, and that it would be possible to purchase IBM training cards for each staff member which would allow for unlimited attendance at training classes for a one-year period. During brief discussion regarding the request for two additional employees, Mr. Holst said he believed it was possible that the addition of these employees, who would be trained on the Treasurer's system and cross-trained on other County systems, would put the County in the position of being able to contract with Pinal and Cochise counties to provide maintenance services on the Treasurer's system. Mr. Ruddeforth agreed, saying that having people in-house who are capable of maintaining the system would be much less expensive than having to hire consultants. Mr. Jacobs told the Board that his existing billing and collection system was not Year 2000 compliant and that by July the system would no longer work. Upon a motion by Supervisor Feldmeier, seconded by Supervisor Brownlow, the Board voted unanimously to approve Mr. Ruddeforth's requests for software, training and personnel. No comments from the public.

At this point, Supervisor Feldmeier announced he had to leave in order to drive to Congress for a previously scheduled meeting.

ITEM NO. 2. Consider amendment of Section 6.07 of the Yavapai County Personnel Policies and Procedures, Use of Technological Resources, due to a problem with this policy as it relates to the Public Defender's Office. Supervisor Brownlow moved to declare an emergency in order to consider this item. Chairman Davis seconded the motion, which carried by unanimous vote of those present. Mr. Hunt explained that the Public Defender's Office had a problem with the current policy because it allows computer files to be monitored and the Public Defender's Office maintains its client files on computers. Mr. Hunt said he had made changes to the policy which would protect certain records from disclosure and which would provide that MIS would not release any records without first receiving the permission of a department head. Supervisor Brownlow moved to approve the policy amendment. Chairman Davis seconded the motion, which carried by unanimous vote of those present. No comments from the public.

There being no further business to discuss, the meeting was adjourned.

Clerk _____ Chairman