

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONER'S AUDITORIUM
SPECIAL MEETING**

TUESDAY

2:00 P.M.

MAY 24, 2016

Board members present: Chairman Obie O'Brien; Vice-Chairman Paul Jewell & Laura Osiadacz Commissioner.

Others: Mandy Buchholz, Deputy Clerk of the Board; Jim Goeben, IT Director; Andrew Drain, Application Developer; Robin Read, Public Health Administrator; Angela Bugni, Legal Secretary; Karra Bailey, LE Technologist; Doug Fessler, Network Administrator; Tyler Tushkov, Service Desk Specialist; Andrew Drain, Application Development Manager; Kathy Jurgens, Finance System Manager; Kay Kresge, Accountant; Lisa Murray, Administrative Assistant (TR).

SPECIAL MEETING

COMPUTER ROTATION PROPOSAL

COMMISSIONERS

At 2:00 p.m. Chairman O'Brien opened a Special Meeting to receive a recommendation on a computer rotation proposal from the Information Technology Committee.

Jim Goeben, IT Director presented the Board with a proposal to consider in an attempt to allow for better planning and predictability regarding the County's annual computer rotation process and to also identify computer inventory waste. He stated that the goals were to have less variability and greater predictability in the computer rotation expenditures and possible reduced costs over all; eliminate waste in the computer inventory and the rotation process; provide right-sized, modern and efficient equipment to the County employees; and to improve customer satisfaction with the equipment and rotation process. He stated that in August of 2015 IT sponsored a Lean Kaizen project. He reviewed the steps the Lean Team worked through as well as the current state and possible solutions. He gave the Board an ER&R Fund overview based of the work he, Judy Pless, Budget & Finance Manager & Commissioner Jewell developed. He reviewed the preliminary implementation plan for the ER&R fund should the Board move forward with that recommendation. He reviewed the current status of IT's inventory, equipment & rotation and explained that no equipment will be used after the rotation schedule unless authorized by the IT Director. Mr. Goeben stated that based on current computer costs and number of computers, the following projection shows the estimated fund balance over the first 4 years (see memo of fund balance projection). He explained the work IT performed of a review of the PC lifecycle management analyses and best practices. He outlined the response from the Office of Financial Management (OFM) after their review of the IT Upgrade Policy Review and their recommendations

based on their study of the policy. He reviewed the Washington State Administrative & Accounting Manual requirements for State agencies and the Washington State Office of the Chief Information Officer Policy. Mr. Goeben reviewed the industry standards for replacement of cell phones, laptop PC, desktop PC, server, networking gear, and monitor. He discussed with the Board extended warranties and the pros and cons, as well as the ACCIS Analysis Summary that responded to the IT Departments survey.

He stated that the final recommendation is from the IT Committee, the Lean Team, and the IT Department that the BoCC create the ER&R fund.

The Board asked questions regarding fund balance and the "capital assets" referenced in Schedule A.

Commissioner Jewell expressed his support. He explained that he was part of the creating the proposal with other County Staff and felt it was a good product that should be accepted for 2017 budgets. He stressed the benefits of having a predictable computer replacement expense projection.

Commissioner Jewell moved to approve (Option 1-ER&R Fund) the proposal, as presented. Commissioner Osiadacz seconded. Motion carried 3-0.

Meeting adjourned at 2:45 p.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Obie O'Brien, Chairman