

TUESDAY, NOVEMBER 27, 2012

**APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING HELD**

**STATE OF MINNESOTA)
DODGE COUNTY)**

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-22 C.O.W.

The Dodge County Commissioners met in Committee of the Whole November 27, 2012, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:00 a.m. CST. Chair Don Gray opened the meeting at 9:00 a.m. CST.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present:	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	Jane Olive	District #1
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Steven Gray	Dodge County Resident
	Rodney Peterson	Dodge County Resident

The Board discussed 2013 committee assignments, when and where the committees meet and which boards the remaining commissioners would like to continue to serve on.

2013 Committee
Assignments
Discussed

It was noted that committee assignments for 2013 will be approved at the first meeting in January.

Human Services Director Jane Hardwick met with the Board to discuss her request for proposals (RFP) for an electronic document management system (EDMS) for Human Services financial assistance.

Human Services
EDMS Request
Discussion

Human Services has engaged a consultant to complete a survey of vendors offering an EDMS product to support the electronic management of documents used by the financial assistance unit and the related work flow. The vendor survey is resulting in the completion of a return on investment (ROI) analysis intended to demonstrate whether purchasing and implementing such a product would be a good investment.

Human Services conducted this work in collaboration with Steele, Wabasha, and Waseca counties. They asked for vendor pricing on three different approaches: (1) independent implementation in each county; (2) shared implementation, with one participating county hosting the product; and (3) shared implementation, with an outside county hosting the product.

The 2013 budget proposed for Human Services appropriates \$214,245 from the Human Services Fund for an EDMS. Ms. Hardwick assumed that the county share of this would be about 50% because the EDMS would be eligible for federal match for certain financial assistance programs.

Human Services
EDMS Request
Discussion -
Continued

Human Services anticipates, pending approval by respective boards, that five counties will proceed with the RFP: Dodge, Mower, Steele, Wabasha, and Waseca. The Human Services Directors will also seek authority to engage a consultant to assist with issuing the RFP and selecting a vendor to assure that each Human Services department and the vendors have a mutual and clear understanding of what they are seeking to purchase.

Ms. Hardwick reviewed with the Board the Return on Investment Analysis.

The Human Services Director briefly elaborated on each of the following questions which were posed on the Return on Investment Analysis:

- What is an EDMS? And how does it differ from the scan-storage system (Application Xtender) that the county already has in place?
- Is there an adequate return on an investment to justify seeking to purchase and implement an EDMS for Dodge County Human Services' Financial Assistance team?
- Why seek to do this for Financial Assistance first?
- Why would we seek to purchase an EDMS in collaboration with other counties?
- Can an EDMS be used in other departments?

The Human Services Director shared with the Board caseload analysis figures and stats for Dodge County that included costs without an EDMS and costs with an EDMS.

The Board thanked Ms. Hardwick for the information on the electronic document management system.

Formal action on this item will take place at the full Board meeting later today.

The Chair adjourned the meeting at 9:29 a.m. CST.

Meeting Adjourned

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: