

Berrien County Board of Commissioners

Virtual Finance Committee Minutes

Thursday, August 20, 2020

Board of Commissioner's Room

Finance Committee Attendance:

Commissioner Mamie L. Yarbrough – Chairperson	Present
Commissioner Robert P. Harrison – Vice-Chairman	Present
Commissioner Jon Hinkelman	Present
Commissioner Ezra Scott	Present

Others Present: County Administrator Brian Dissette, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Building & Grounds Superintendent Todd Johnson, Information Systems Director Chris Swihart.

Meeting was called to order at 9:01am.

Public Comments: Gwen Swanigan, St. Joseph – The citizens of Berrien County would like to propose a Citizen Review Board, which will consist of non-police community members who can regularly provide input into police department operations and force police accountability and build trust in the community.

Appointments:

Todd Johnson briefed the committee on the progress of the Jail Intake Project and some unforeseen situations that have added to the cost of the project that he is not happy with, but said he is still on schedule for completion by October 19th, 2020. Administrator Dissette asked the Finance Committee if they had a desire to have Corporate Counsel attend the next Finance meeting to have a discussion as to whether or not Finance would like to recommend Corporate Counsel begin a review of the project as to whether there's been breaches of the contract and prepare a recommendation to the full board on what options are available for the boards consideration. Commissioner Hinkelman said he hasn't heard Todd say that he feels he can't work this out or with them and questioned whether Todd feels this is the path for the Finance Committee to go. Todd said as Commissioner Scott said, this isn't right, and everything is documented within the change orders. Everything that is approved does have worth. He said he doesn't know what those cost differences are being that now with the change order, if it's an emergency, we have to move it now to keep it on schedule. So he'd have to leave it with the Finance Committee or Corporate Counsel to say is this worth going after or should be pursued. They are scheduled to be done in October. Commissioner Scott stated that since it's so close to the end, we wouldn't want to do anything to jeopardize getting this completed, we can discuss this at a later date, that there could be issues with the change orders that should have never had to have a change order if they had been designed properly. He agrees that the attorney should look into all of the issues but to do nothing to stop the progress of the project. We could always look at what it would have cost us later, but to have the attorney to look at those items. Commissioner Harrison suggested the County Administrator should work with Todd to sort out what was fact or fiction before we hire our

highly compensated attorney and come back with a recommendation whether we should engage with legal counsel. The committee agreed with Commissioner Harrison's recommendation. Administrator Dissette said he would follow up on Commissioner Harrison's recommendation and work with Todd and determine whether we work with Corporate Counsel now or wait until we get to the very end of the project, but either way, he will work with Todd and with Corporate Counsel to see if there's any cost concessions at this point, but number one priority is to make sure Todd can get the project completed on time.

Todd explained the procedure for **Bid 2020-062**, the Niles Courthouse parking lot cleaning, crack filling, etc. and he said the two bidders, Arnt Asphalt and Shembarger have done equal work for the county. He said his solution for which vendor gets the bid, since both bids came in exactly the same price of \$10,400, would be to get the two company's together and have a coin toss. Administrator Dissette had a couple other options, A – Rebid the project, B – Add in some additional scope items and ask the two contractors to give additional prices. The committee agreed with Todd to have both contractors present and flip a coin and to do it as soon as possible.

Chris Swihart briefed the committee on his recommendation for **Bid 2020-058**, which was for the Server & Storage Infrastructure for Information Systems and answered questions from the committee. He said he had it narrowed down to two vendors that checked all the boxes of what they were looking for. The two vendors were Logicalis with a cost of \$391,995.76 and Frontier's cost of \$391,627.93, which was approximately \$300 apart. In the end he said it came down to his staff's familiarity with HP hardware and they had very strong references, which one of them he talked to was using this hardware. They also included some training, that if he brought in a new employee a year from now they would include free training for that employee. So for these reasons, Chris recommended going with Logicalis and would like to start negotiations and to work on a contract. Commissioner Scott motioned to accept the bid from Logicalis for the server upgrades for the county, supported by Commissioner Harrison. Roll call vote: 4 yays, 0 nays. Motion carried.

Next, Chris updated the committee on Adobe Professional. He said everyone in the county currently has Adobe Reader and Adobe Professional is the full version of that software. He said they have bought licenses on an as needed basis and the current cost per license is \$401.78. He has investigated the cost for an enterprise license in the past and the cost was astronomical. He did reach out to CDW last week and requested an enterprise license and has still not received a price. He said there's roughly 36 department heads so based on the current cost it would be roughly \$14,464 to license all department heads. He said its possible CDW may come back with a lower cost for an enterprise license, but in the past it's been more expensive. Administrator Dissette said his recommendation is to put out a survey to the various department heads to see who is likely to use the software and to have the opportunity to make their case for this additional tool and figure out exactly how many licenses we're looking at, and then bring it back to the Finance Committee for future consideration.

Lastly, Chris updated the committee on the Main Frame and the expected completion dates. He said there's still four applications on the Main Frame: Drains, Pension, Officer Daily and Courts/Prosecutor system. He's hoping all applications will be off the main frame by the end of the year or first part of next year. He said they were under some deadlines so it is really important to keep the projects on schedule.

Annette Christie stated that they haven't visited any board appointments since March 23rd and has a couple to bring to the board which is the Land Preservation Board. They haven't been active but still need to maintain the board. Would like to know if you're good with us moving forward to the full board with reappointing Don Baiers, Edward Kretchman, and Rod Krieger to the Land Preservation Board. The committee agreed by consensus to move forward with Annette's recommendation. Next, Annette asked to reappoint James Roberts to the Trust Advisory Committee. The committee agreed by consensus to reappoint James Roberts to the Trust Advisory Committee. Lastly, Annette informed the committee that a board member that she spoke to them about several months ago that was having some medical issues, it turns out that the board she is on is under PHSC, so she has reached out to the PHSC Chair to have further conversation.

Minutes Approval:

Commissioner Scott motioned to approve the virtual minutes from Thursday, August 13, 2020, supported by Commissioner Harrison. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:09

Respectfully Submitted,

Stephanie Carlson
Financial Services