

Facilities Steering Committee Meeting
May 8, 2007
Risk Education Center

Members Present: Roy Deede, Jan Fritz, Gayle Horton, Jim Sears, Laurie Steele, Chuck Sybrandt, Jeff White, Mike Wilkerson

Support Staff Present: Bob Hutchinson, Cindy Johnson, Jerry Woelke

Minutes: Vickie Ivester

Handouts

- Agenda, Facilities Steering Committee Meeting, May 8, 2007
- Revised Goals and Objectives from the May 27, 1994, Facility Steering Committee
- Facilities Steering Committee Charter, Draft
- Revised Purpose and Committee Membership Format Proposed by Jim Sears
- Subcommittee Work Plan / Tasks (1994)
- Facility Steering Committee Work Plan / Tasks (1994)
- Format for Subcommittee Report to Marion County Facility Steering Committee (1994)
- Facilities Steering Committee Sites for Video Tour (2007)
- Answers to Questions to Steering Committee from Health, Public Works and Sheriff's Office

Minutes

The minutes were approved by general consensus.

Develop Committee Charter

The following purpose statement submitted by Jim Sears was accepted:

“To evaluate the Facilities Master Plan and make recommendations to the Board of Commissioners on priorities and implementation process that balances the need for space, available financial resources, and timing.”

Authority/Responsibility – All members agreed to accept the current language.

Support – The department(s) at each site will provide the staff support for setup and taking minutes at the subcommittee meetings. Members accepted the support statement as written.

Committee Membership – Jim Sears suggested that this section include the names and departments of the steering committee members. After discussion, it was agreed to include the member's position instead of their name in the charter.

Inviting Community Members

All department representatives indicated that they would be able to think of community members to serve on the subcommittees. The committee discussed whether we should set minimum and maximum numbers to serve on the subcommittees. The members felt that the subcommittees should have a minimum of 7 members, 3 of which are community representatives. No maximum was set. Jerry Woelke suggested that we seek a community member for the subcommittees from each facility's neighborhood.

The members accepted the proposal to have 2 members from each subcommittee serve on the steering committee, and at least 1 of those would be a community member. The members further felt that the steering committee should have community members who have different expertise (i.e., real estate, financial, etc.) that will be helpful in developing the recommendations to the Board.

The members discussed the role of the subcommittees and how they should use the consultant's final report. The members recognized that we need to allow the subcommittees to review the plan to see what they agree with or what modifications they would recommend. The subcommittee will need to outline modifications needed and give an explanation for each change. We also need subcommittees to prioritize and think of funding sources.

It was discussed that we need the subcommittee reports in order to make a recommendation to the Board – just using what the final report recommends may be “pie in the sky.” The steering committee should be detached and look at the subcommittee priorities and suggest how to fund them before it goes to the Board.

The committee discussed the timelines. We would like to have something to the Board for the next budget, but many were concerned about the tight turnaround. Since Capital Improvement Projects (CIPs) are needed in early fall, that would give us only 3 months for the subcommittees to put together their reports. One concern was that not only was this a fairly short timeline, but also recruiting community volunteers to serve during the summer months may be difficult.

After much discussion, the members agreed at this time to focus on the Facilities Master Plan's recommendations for the first 5 years. The subcommittees will prepare their reports by the end of September, and the steering committee's report will be completed by the end of November. The subcommittees would validate the plan, reprioritize if necessary, and would justify any changes they would make to the recommendations.

The committee agreed that if a department doesn't need work in the next 5 years, we don't need a subcommittee for their area. Jim indicated that the Silverton Road Campus could wait. With the funding sources for Transportation being revamped, Jim felt it would be better to wait for funding to stabilize prior to planning new buildings. The members agreed to drop down to three subcommittees to plan for the first 5 years: Downtown, Center Street and Aumsville Campuses.

Jan wondered if the Board had adopted the Facilities Study Final Report. It was believed that the Board saw it at a work session, but the plan had not been adopted by the Board.

Gayle will continue to work on the charter, communicating with the committee members by e-mail and requesting feedback. That way, we will be able to take the charter to the Board for approval prior to the next meeting.

Discuss/Plan Taping of Video Tour

Gayle plans to use the video as a kickoff for all of the subcommittees. The video will be helpful to document the conditions in the buildings/sites and will have value as an historical record. Also, it will help committee members to see the big picture by recognizing all of the county's facility needs. Gayle will work with a representative from each campus to work out the sites to video. The plan is to have the video completed in time for the June 14th meeting.

Members are to work on forming the subcommittees for their sites. Gayle will work on completing the charter for review by the committee members, with a goal of taking it to the Board prior to the June 14th meeting. Laurie agreed to help with that. Also, Laurie volunteered to take the lead and work with Patti Milne on recruiting community members for the steering committee. Gayle will provide copies of the facilities study final report.

Action Items

- 1) Members to form site-specific committees for Aumsville and Center Street sites. This is to include identifying and inviting community members to serve on the sub-committees.
- 2) Gayle and Laurie will re-write committee charter based on comments from this meeting. Gayle will e-mail out to the members for comments, and take to the BOC for approval.
- 3) Gayle will work with staff to hire a consultant and produce a video tour of the facilities.
- 4) Gayle will work with staff to produce copies of the facilities study final report for new committee members.
- 5) Laurie will work with Pattie Milne to recruit community members for the steering committee.

Next Meeting

June 14, 9:30 AM

Meeting adjourned. Minutes prepare by Vickie Ivester, Business Services Administration