

## Facilities Steering Committee Meeting

June 14, 2007

Risk Education Center

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

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

Center Street Subcommittee Members Present: Sue Bloom, Pat Harger (substitute for Norm Gruber), Ruth Johnson, Kriss Lawyer

Aumsville Hwy Subcommittee Members Present: Barb Young

Minutes: Vickie Ivester

### Handouts

- Facilities Steering Committee Meeting Agenda for June 14, 2007
- Facilities Steering Committee Charter, approved by the Board of Commissioners on June 6, 2007
- Draft Meeting Minutes for May 8, 2007

### Introductions

Each attendee was asked to introduce themselves, either noting their position with Marion County or their affiliation in the community. Ruth Johnson, a new community member for the Center Street subcommittee, noted that she retired from the Health Department 7 ½ years ago. Pat Harger, affiliated with Salem Hospital, was attending in place of Norm Gruber, a new community member for the Center Street subcommittee. Also serving on the Center Street subcommittee will be Sue Bloom, former Director of United Way, and Kriss Lawyer from Marion County Health Department. Barb Young from the Board of Commissioners' office will serve on the Aumsville Highway subcommittee.

### Minutes

The draft meeting minutes for May 8, 2007, were approved by general consensus.

### Review

Gayle provided new members with a copy of the Marion County Facilities Master Plan Final Report, accepted by the Board of Directors in October 2006. This report estimates the implementation costs to be over \$120 million in the next 10 years. The executive summary states

that the master plan is a “statement of need” that the county will need to prioritize. The report is not about what we can do, but what we need.

Gayle also provided new members with a blue membership folder containing: 1) the list of the facilities steering committee members and support staff, 2) the facilities recommendations by campus, 3) the February 23 meeting minutes, and 4) the draft May 8 meeting minutes.

The Marion County Facilities Steering Committee Charter was officially approved by the Board of Commissioners on June 6, 2007. Copies of the Charter were distributed to those present.

Mike Wilkerson reported that he had contacted several people regarding service on the Aumsville Campus Subcommittee and has other leads such as the Chamber of Commerce, which is doing industrial park development. Barb Young from the Board of Commissioners’ office has agreed to serve, and Mike Ryan has indicated his willingness to serve. It would be good to include the Jail commander and someone from law enforcement.

Per Roy Deede, the Center Street Campus subcommittee includes Sue Bloom, Norm Gruber (Pat Harger substituting at this meeting), Ruth Johnson and Kriss Lawyer. Rod Calkins and realtor Peggy Jackson may attend the next meeting.

### Video Tour

Gayle introduced the video tour of the facilities and advised that it was not complete. She requested that the committee view it and provide input. The steering committee will focus on the first 5 years and report back in time for budget and recommendations to the Board of Commissioners by September.

Bob Hutchinson explained that only the first portion of the video has the voice-over so far. As the video went through various buildings, Bob explained where the video was taken. Many storage areas encroached on offices, lunchrooms, conference rooms and other special use areas. Many portable buildings are also being used for additional office and storage space.

**Jail:** The interview areas at the Jail do not provide any privacy. The infirmary and intake are both too small for the numbers of people run through the system. The new inmate transport busses are too large for the sally port and the prisoner transport hub is very busy. Bob indicated that the jail was built in 1989 and the Work Center in 1990. The video showed open areas where pods and other buildings could be built. Other clips showed the modular Parole and Probation office, the Work Release Center, leased spaces for Parole and Probation, and the Public Works service bay at the Jail.

**Health Building:** Challenges at the Health Building include cramped offices, HIPAA confidentiality concerns, HVAC systems, poor air circulation, narrow corridors that form a maze making it very difficult to service or remove building equipment, inadequate exam rooms, etc. Laurie Steele commented that she was shocked by the cramped quarters. Two people could not fit comfortably in an area to have a private conversation. The Lancaster Health site also has challenges with combination office/storage/file areas (creative use of space).

**Juvenile:** The video showed combination offices and court records. Ruth Johnson asked the group if the records were secured. Chuck Sybrandt indicated that files were usually behind locked doors. Roy commented that medical records were secured behind doors. Also, staff members go through confidentiality training.

**Courthouse:** The video showed the new Clerk's counter and the law library, which is slated to become a courtroom. Gayle commented that after the courthouse incident, a door was added and a new HVAC system was installed in the law library in anticipation of the new courtroom. The Sheriff's office is housed in the basement of the courthouse.

**Courthouse Square:** The video showed the front of the building along Court Street (the old mailroom area), which could possibly be available for retail shop(s), 2000 square feet. The area is not yet finished for office or retail use. The unfinished space on the fifth floor, which is currently used for storage, was intended to be used for expansion space for offices.

**Public Works:** The Facilities Master Plan report showed that the majority of the Public Works outbuildings should be replaced. Many are around 50 years old. A comment was made that buildings 10-12 should be cut from the video because they are slated to stay. Bob also pointed out that the video needs a closing.

### Q&A Session

Bob asked the group what they would like to see on the video. Ruth suggested it should be determined who the audience will be for the video. Gayle felt it would be shown to the public. Jeff White commented that the first part of the video might be too fast. The narration did not keep up with the clips and some clips needed more (slower) viewing time. Bob indicated that the dialog was taped first and the clips were inserted later. Pat suggested that there be a clip at the beginning of the video listing the key problems and then organize the clips as reinforcements. Also, we don't get a true sense of the crowded conditions because there are no people in the clips.

Ruth also suggested we identify each building's clips with the building name and address, then describe what the area is used for and the problems related with that space. Include people in the clips to show how small the areas are. The video needs more organization, the audience needs to be identified, and the video needs to be kept as short and succinct as possible; possibly make more than one video. It was also suggested that at the end of each building's clip it should show the area that is available for expansion and have the narrator state the number of acres or square feet, etc.

Laurie suggested we pick out the best clips and say that the areas are typical of the problems found throughout the building, instead of showing clips of all the areas. Roy reemphasized the need to show crowdedness with people (staff members for confidentiality reasons). Jeff agreed that the video should show the perspectives of halls and storage items by showing someone walking down the halls. Sue Bloom wondered if some of the file records could be converted to electronic records.

Chuck suggested the video show recurring problems – where we are constantly repairing facilities. Bob mentioned that the leaking skylight and ceiling problems don't show up well in the video. Pat suggested that the voice-over could give key facts about the damage and why new facilities are needed. Commissioner Milne suggested that focusing on deferred maintenance might turn off the public. She also suggested that the subcommittees go and look at the problems in person. The video could then be finalized as the subcommittees work. Ruth wondered if we could get critiques and good feedback from an audience that is not familiar with the subject matter.

Ruth also asked what a community member's role consisted of on subcommittees and the steering committee. Per Gayle, the steering committee looks at the needs as a whole, recognizing that some buildings cost more to maintain than to build a new building. For example, comparing maintenance versus new for Public Works' very old buildings and shop hydraulics. The steering committee views the whole county's needs, how to fund, what should be done first, then makes recommendations to the Board of Commissioners, along with suggestions on how to go forward with implementation.

It was suggested that, as a result of the Master Plan Final Report review, the subcommittees could make different recommendations than the ones in the report. The group could come up with new options. The Commissioners would need to see justifications for the recommendations. We want recommendations that will work the best for each subcommittee's area.

Commissioner Milne suggested that we use the consultants' recommendations as guidelines and decide if they are good or will work. Each subcommittee should evaluate the final report, confirm, amend or toss the plan, then bring recommendations to the steering committee. The steering committee would compile the ideas and make a final recommendation to the Board of Commissioners. Patti went on to say that she values the input from the community members and believes that they can help ground us and bring to the table what the people in the community think – a sense of reality.

Jeff asked if there were areas to float bonds. It was felt that community members would have good ideas about this. Ruth asked if the subcommittees had charters. Gayle said that the steering committee will work on the framework of what is expected from the subcommittees and then the subcommittees can make their own charters. Roy indicated he would schedule a meeting of his subcommittee before the 19<sup>th</sup>.

Break – Community members were free to leave.

#### Q&A Session (continued)

Gayle handed out the draft directions to the Center Street and Aumsville subcommittees. Laurie wondered what the steering committee would work on if the steering committee just reviewed the work of the subcommittees. Gayle responded that the steering committee would work on guidelines and meet with representatives of the subcommittees to find out if they were on track.

Gayle asked for updates on recruiting community members for the subcommittees. Peggy Jackson (real estate) is interested in serving on the Center Street subcommittee and may attend the next steering committee meeting. Norm Gruber, CEO of Salem Hospital, will provide a finance and health background as a new community member for the Center Street subcommittee.

Commissioner Milne wanted the group to know that she appreciates the work we are doing and would like to see community members from financial, public safety and health backgrounds. As we evaluate what to do and as the subcommittees do their work, she hopes we look at the community at large, how it is growing, and future needs. There is some development going on in town and we could study their access and parking. Community members with finance and real estate backgrounds could connect us to what the public is thinking and what they believe they need. We need to look long term to see what opportunities might come up. Lancaster is an example of a short-term solution and we had to take what was available. When the subcommittees meet, they could include what is going on in the community now and what is or is not available. For example, look at businesses that might be vacated in a few years.

Laurie indicated that she has not met with Patti yet. She did meet with a banker for real estate customers. He asked questions she could not answer, but some of those questions have been answered in the steering committee meeting today. She will contact more potential community members for the steering committee. Laurie and Patti hope to recruit more community members by the July 19 meeting.

It was agreed that Business Services Administration would produce more copies of the Marion County Facilities Master Plan Final Report.

At the next Center Street subcommittee meeting, Roy indicated that they would elect a member to serve on the steering committee. Laurie's recruits would be additional members.

Jerry Woelke mentioned that a new state hospital is expected to be built in the next few years. Roy noted that Health Department cottages are next to the state hospital, and some will have to be moved. Rob Cameron may be a good contact for state hospital facilities plans. Chuck believed the Center Street subcommittee would be adequately represented.

Jim Sears recommended that the last sentence in the first paragraph of the directions for the Center Street and Aumsville campus subcommittees be revised to be more positive. Suggestions for wording included taking out the word "discrepancies" and using other wording such as: setting priorities, reviewing and evaluating final report, confirming or amending, providing recommendations, addressing modification strategy for implementation, and funding priorities. Patti also suggested that the subcommittees could be validating the final report, but they should do more than just set priorities.

### Meeting Schedule

The group decided that the steering committee would meet on the second Thursday of each month from 9:30-11:00 a.m. The July meeting had already been scheduled for the 19<sup>th</sup>, 8:30-10:00 a.m.

### Action Items

- 1) Gayle will work with staff to rewrite the subcommittee directions and send them to members for approval before the subcommittees meet.
- 2) The group agreed to discuss the video development at the next steering committee meeting.
- 3) Laurie will work with Patti to recruit community members to serve on the subcommittees.

### Next Meeting

July 19, 8:30-10:00 a.m.

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