

LINN COUNTY BOARD OF SUPERVISORS
CEDAR RAPIDS, LINN COUNTY, IOWA
TUESDAY, SEPTEMBER 17, 2019 9:00 A.M.

The Board met in session at the Linn County Jean Oxley Public Service Center.
Present: Chairperson Walker, Vice Chairperson Rogers and Supervisor Oleson. Board members voting "AYE" unless otherwise noted.

Chairperson Walker called the meeting to order.

The Board heard updates from the following Department Heads:

Britt Hutchins, Purchasing Dir. - LC3 work continues; upcoming RFP focus group meeting in December; no budget or personnel issues; postal pieces processed; attended out of state training; FutureLine/LIFTS bldg. November 1st closing date; Community Services Bldg. furniture delivered last week; working on agreement with shredding company; attended local training; RFP's for various departments.

Steve Estenson, Risk Management Dir. - having trouble filling open position (has been advertised twice); insurance policies are renewed and in place; conducted training at Secondary Roads this morning due to staff vacancy.

Garth Fagerbakke, Facilities Mgr. - Core Values class for 11 of their new employees; budget statistics for FY20; Community Services Bldg. remodel construction has began; equipment on order for Public Service Center (PSC) mass notification system; working on proposal to prepare design plans for exterior concrete and sidewalk repair; PSC front lobby remodel is out for bid; working on connecting hardware to the county's network and server for the mass notification system; completed maintenance on asphalt of the employee parking lot; Correctional Center front entrance and rest room are complete; need to procure professional services contract for design of space needs at Courthouse; working on generator installs at Secondary Roads; public bid scheduled for October for the Access Center; Harris Bldg. working on connecting building systems to the county servers; continue to work on signage; replacing cracked concrete in the mechanic's garage at the Sheriff's Office; Facilities Storage Bldg. has subcontractor items remaining; not staffed to take care of both the Harris Bldg. and the Fillmore Bldg. complex (will need direction on what Facilities role will be when preparing for FY21 budget).

Britt Nielsen, Communications Specialist on behalf of Joi Alexander, Communications Dir. - working on implementing Communications Plan with Amperage; updating target product selection matrix; Communications request form; video training to take place yet this fiscal year; specific Communications intern to help with overflow items; ongoing website content management and branding; received five awards at conference; Joi Alexander attended KPI workshop last week; ongoing meetings with EMA regarding PIO's; upcoming social media policy.

Adjournment at 9:34 a.m.

Respectfully submitted,

JOEL D. MILLER, Linn County Auditor
By: Amanda Hoy, Executive Assistant

Approved by:

STACEY WALKER, Chairperson
Board of Supervisors