

FINANCE COMMITTEE MINUTES

August 27th, 2013

Chairman Jaclyn Hotard

Vice-Chairman Art Smith

Members: Lucien Gauff, III, Jaclyn Hotard, Art Smith, Ranney Wilson, Lennix Madere, Marvin Perrilloux, Michael Wright, Larry Snyder, Cheryl Millet

PRESENT: Larry Snyder, Michael Wright, Lennix Madere, Art Smith, Marvin Perrilloux, Lucien Gauff, Ranney Wilson

ABSENT: Jaclyn Hotard & Cheryl Millet

BID OPENING REPORT/AWARDS:

Vince Lucia - Bid Award - 2013 Minor Housing Repair Program Materials & Supplies

Vince Lucia, CFO, stated, "Administration requests authorization to award the 2013 Materials & Supplies contract for the Minor Home Repair Program to 84 Lumbers of St. Rose, LA."

Councilman Perrilloux asked, "Mr. Lucia who will be doing the work on these houses and do we have the same list?"

Vince Lucia stated, "The same contractors that were doing it before."

Councilman Perrilloux stated, "Okay thank you."

MOTION: Councilman Snyder moved and Councilman Wright seconded the motion to award the bid for the 2013 Minor Housing Repair Program Materials & Supplies to 84 Lumbers of St. Rose, LA. The motion passed with Councilwomen Hotard & Millet absent.

Jaclyn Hotard - Bond Issue

The above item will be carried over to the next agenda.

Jaclyn Hotard - Authorization to solicit proposals for facility management of the St. John Civic Center

The above item will be carried over to the next agenda.

Jaclyn Hotard - Authorization to advertise for proposals for transcribing services for council meeting minutes

The above item will be carried over to the next agenda.

Lennix Madere/Marvin Perrilloux - Authorization to enter into a one year contract with Eliza Eugene Enterprises to include the same terms and conditions of the most recently executed contract

Councilman Madere and Councilman Perrilloux ask that this item be carried over to the next agenda.

Stacey Cador - Authorization to renew the Fire Department's Sick and Accident (Special Risk) policy with National Union through Riverlands Insurance Services, Inc.

Stacey Cador stated, "Administration requests authorization to renew this policy for an estimated premium of \$56,728. This rate represents a 10% reduction and the Volunteer Fire Departments and the Office of Fire Services pay their respective portions of the insurance cost."

MOTION: Councilman Gauff moved and Councilman Perrilloux seconded the motion to grant administration authorization to renew the Fire Department's Sick and Accident (Special Risk) policy with National Union through Riverlands Insurance Services, Inc. The motion passed with Councilwomen Hotard & Millet absent.

Natalie Robottom - Authorization to enter into a participation agreement with Assumption Parish Sheriff's Office to serve as a Juvenile Detention Facility

Randy Vincent, CAO, stated, "This agreement replaces the agreement with St. James Parish to house juveniles based on a court order. The terms of this agreement have been discussed with the Head Judge, Probation Officers and representatives of the Sheriff's Office and all are in agreement. The final details of the agreement are being finalized with the Assumption Parish Sheriff to address evacuations, provisions for providing medication and transportation to court and medical services. A similar agreement is being discussed with St. Bernard Parish for juveniles with more severe behaviors."

Natalie Robottom stated, "I think Randy pretty much covered it all except today I was able to speak with Sheriff Waguespack and a representative in St. Bernard Parish on some of the details. The agreements are going to be fairly similar the difference is Assumption Parish guarantees a certain number of beds, they have more capacity, whereas St. Bernard will not guarantee they have to serve their own first but we still wanted guidelines and responsibilities in place for when our juveniles are housed there. Part of our concern was about the evacuations and hurricanes the Assumption Parish jail actually has an agreement with Calcasieu's to transport juveniles and there is also an agreement with St. Bernard to transport their juveniles thus transporting ours should there be a problem otherwise they would be brought back to the parish and we would be responsible when in actuality we may be evacuating. So it was a very good meeting. It is all new information to me after meeting with the Judges, the Probation Officers and the Sheriff's Office there were a few minor details which both have asked that we attach that to the agreement. It is in draft form. Originally St. Bernard was a little bit skeptical about doing an agreement because they couldn't commit to the bed space but we want them to commit to the responsibility in the event they are housing one

of our juveniles and we are not locking them into holding space open as Assumption will. We will finalize those Jeff is working with us on those agreements and before anything moves forward he reviews and forwards to the council but this is progress for us yes it is an alternative but we think it is important that this is a written agreement where everyone knows and understands the responsibilities. Both parishes have been very forthcoming and anxious to work with us on working out these agreements."

Councilman Gauff asked, "Is that the board that Pastor August sits on? Was he privy to that information?"

Natalie Robottom stated, "He actually gave us the information about Assumption. Their committee decided on Assumption. St. James closed and the agreement was that Assumption would hold beds for everybody in the group so they are already holding bed space for us they house females and males. He was actually the one who brought me the documents and then we have to follow up with Sheriff Waguespack in Assumption and in speaking with the probation officers they do still use St. Bernard they thought it was important that we keep both agreements because it is separate populations but we just thought it was important to have a written agreement with both and both parishes are agreeing to that."

Councilman Gauff stated, "I just knew that Pastor August had come in and given us an update and wanted to make sure that he was in the loop and involved also."

Natalie Robottom stated, "St. James closed several months ago. There were some new guidelines with regards to requirements for providing services to juveniles and they felt their facility was too old and couldn't meet the standards and waiver whereas Assumption just built a new facility and had one that they could get a waiver on so St. James closed and that is why the board was formed that Pastor August served on for the council to come up with a reasonable and affordable option and that option was Assumption Parish that agreed to hold space for everybody in the group."

Councilman Snyder asked, "How many beds are reserved for us?"

Natalie Robottom stated, "There are five that are immediately held for us but there are 84 in the facility. So the Assumption facility is fairly large and they do have a separate wing for females and that one tends to have less in terms of numbers but in speaking with the Sheriff he wasn't concerned about bed space."

MOTION: Councilman Wright moved and Councilman Perrilloux seconded the motion to grant administration authorization to enter into a participation agreement with Assumption Parish Sheriff's Office to

serve as a Juvenile Detention Facility. The motion passed with Councilwomen Hotard & Millet absent.

Vince Lucia - Authorization to advertise for RFP's for Information Technology Services

Vince Lucia stated, "Administration requests authorization to advertise for RFP's for Information Technology Services."

Councilman Wright asked, "Just a quick question how long have we been currently out of the current contract with ACT technologies?"

Vince Lucia stated, "Two years."

Councilman Wright asked, "How long do you think it will take for you guys to come back to us with a recommendation to award a contract?"

Vince Lucia stated, "Approximately the next 2-3 months roughly."

Councilman Perrilloux asked, "Councilman Wright asked my question. So at this present moment we don't have any technology service with anybody or what are we looking to do with this?"

Vince Lucia stated, "On a month to month basis we are using the contract with ACT."

Councilman Perrilloux asked, "What is all of that in detail when you say information technology services. I didn't see this RFP. I was looking to just get some information as to what this was all about."

Natalie Robottom stated, "We are asking for authorization to go out for RFP's. This is the IT contract that has been in existence with ACT they provide the services for your I-pads, the computers and all of the IT, backup and server that has been in existence for some time. The contract did expire as the staff was working on new specifications. Part of the problem with it was combining our telephone system and the IT system because our internet runs over the phone lines so there was some cross over there and nobody would own up to whose responsibility so many times we were calling out our IT and it may have been a phone problem so we were struggling trying to write a RFP that covered both of those problems understanding that they were two separate services so at this point they have continued to provide the service nothing has changed in their contract we have continued it on a month to month basis but he has actually made some revisions to the RFP but we have not finalized that and I think she mentioned today that there are a couple of things again finding out like we are adding a service for hurricanes and things like that that may not have been included before but our IT people need to be on standby should that be necessary so

there are a couple of things that we are adding to it that may not have been included in there before."

Councilman Perrilloux asked, "Will this be incorporated with the 911 agreement from earlier or is it different?"

Natalie Robottom stated, "Totally different."

Councilman Gauff asked, "So have we identified the problem or are we going to write a RFP that includes both telephone and the IT systems?"

Natalie Robottom stated, "They are separate but there is going to be some overlap we just need to be able to address that in the RFP which I don't think was previously addressed."

Councilman Gauff asked, "So I guess I was asking have the problems been identified so that we can put something together so that whoever does it will be able to interface with both systems?"

Natalie Robottom stated, "And submit a proposal to address that as a concern."

Councilman Snyder asked, "Who is going to put this proposal together?"

Natalie Robottom stated, "Whoever is interested in providing IT services will submit to us their proposal to provide us that service and what we do is list all of our technology and what we currently have and use and so people that do that for a living will look at that and say well I can provide this service to you for this amount. They may recommend some things that we don't have. Again IT companies typically are familiar with this as a service and we are just looking at what we have, what size department we have, the number of users, the number of computers, what we expect with regards to backup, backing up our data, the importance of having it run. This is not just something like at your house if it goes out it is fine this is serious business and we need our systems running. So all of those things go into our RFP but we specify this is what we have, this is what we are looking for and an IT company looks at it and provides their qualifications and a proposal to meet what we are asking for."

Councilman Snyder stated, "I mean we are talking about IT technology and what kind of specs we are going to put out but you have to have some background and you have to know what you are looking for so that is why I am asking who is going to put this proposal together?"

Natalie Robottom stated, "There had previously been one, a proposal put together by the current IT service."

Councilman Snyder stated, "Maybe that is why we have the problem too."

Natalie Robottom stated, "That is why we are taking a little while to amend it Mr. Snyder. Maybe it wasn't a problem with the specs but we have grown. We brought in a lot of people that weren't part of our system before the Sheriff's office comes in, the DA's office and a lot of people are included in our phone system. We also have added more. We didn't have I-pads or I-phones or none of that when this was originally in place. The need or the use wasn't as great so we had to update those specs to include what we need now and again it took a while because that isn't our expertise but you can go online and pull up government entities and ask for IT RFP's in a government and that is the kind of work that we do having not done it before now in the future it will be a lot easier because it will be written. It will just be a matter of updating but many of these we are having to write from scratch or adjust a lot of the needs."

Councilman Wright stated, "I guess kind of echoing what he said and following up and I know firsthand how important this service is especially because it houses our server and they maintain it. Do we have anybody right now currently assigned to IT or moving forward with the new contract do we have somebody with an IT background on staff to be able to manage this that way if we were ever to change contracts with another vendor.."

Natalie Robottom stated, "I know that there are a couple of people who have IT titles who get paid as IT who manage the system and then our staff actually works with them. So yes there are people who are currently hired with IT next to their name and they have been doing it for years but we also have people on our administrative staff who follows up for us when we have problems and you know problems with administrative where they may go in and set up new users or trouble shoot. We don't contact an IT person for every problem because our in house staff can solve some of those so that is what has been done."

Councilman Wright stated, "The reason I am asking I guess moving forward since we are growing and expanding services I don't want us to be put in a situation to where if we ever were to lose our vendor and they were to walk out on us we would have somebody at least in house that could manage the technology."

MOTION: Councilman Snyder moved and Councilman Gauff seconded the motion to grant administration authorization to advertise for RFP's for Information Technology Services. The motion passed with Councilwomen Hotard & Millet absent.

Adjournment

MOTION: Councilman Madere moved and Councilman Perrilloux seconded the motion to adjourn. The motion passed with Councilwomen Hotard & Millet absent.