



BOARD OF COMMISSIONERS

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ADMINISTRATIVE SERVICES COMMITTEE

WEDNESDAY, JULY 14, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated June 16, 2010 (previously distributed)
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Authorize County Clerk to Work with IT and Purchasing Departments to Revise and Update the 2006 Jury Selection and Processing System Request for Proposal (RFP) and Republish it (The RFP dated September 2006 and Addendums are available in the Board Office Library) (mailed)
7. Report from Director of Risk Management and Safety Regarding County's Healthstyles Committee Health Fair / Luncheon (mailed)
8. New Business
9. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
10. Adjournment

MEMBERS: Vosburg-Chair, Sauger-Vice-Chair, Brown, J. Flynn, Mijac, Szczepanski, Camphous-Peterson, Accavitti, Lampar and Gieleghem (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

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RESOLUTION NO. _____ FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

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MACOMB COUNTY, MICHIGAN

RESOLUTION TO: AUTHORIZE THE COUNTY CLERK TO WORK WITH THE IT DEPARTMENT AND PURCHASING DEPARTMENT TO REVISE AND UPDATE THE 2006 JURY SELECTION AND PROCESSING SYSTEM REQUEST FOR PROPOSAL AND REPUBLISH IT.

INTRODUCED BY: Commissioner Kathy Vosburg, Chair, Administrative Services Committee

COMMITTEE/MEETING DATE:
Adm. Services 7-14-10

BACKGROUND:

The clerk is seeking a way to use technology to improve jury room services and efficiency for the same or less cost than is currently being paid by the county for jury room services.

Over 19,000 people serve as jurors each year through the Macomb County jury system. The county clerk manages the jury room for the circuit court and provides juror lists for 10 district courts.

In the last few years, the county clerk cut 16 staff positions from the budget and expects budget realities to require even more cuts. As a result, the clerk is seeking ways to use technology to do more with the existing staff. In the past, the jury room was run with three full-time staff. Now it is run with 1 ½ staff.

Jury services the county clerk feels are needed in order to maintain the jury room include:

- Automatic scanning of juror questionnaires. The current process is to manually sort tens of thousands of questionnaires. But with today's technology, those questionnaires could be placed into a scanner and automatically scanned. This technology is similar to the ballot technology used to scan tens of thousands of ballots. The county clerk cannot continue the manual method of sorting questionnaires while cutting staff.
- Touch-tone response processing. The current process for handling juror inquiries and requests for excusals is to manually process each. By using technology, the county clerk could automatically provide juror information and automatically excuse jurors under certain predefined circumstances without requiring manual intervention. This would provide 24x7 service to jurors while allowing the clerk to run the jury room with the existing, reduced staff.
- Web questionnaire processing. The current process for jurors to request replacement questionnaires or inquire as to when they are required to serve is to manually field calls or manually update a list and post it to the Web. By linking the county clerk's Web site to the juror database, jurors would have the ability 24x7 to get real-time juror information, reducing the need for intervention by county clerk staff.

The office currently uses a system called JuryView provided by Maximus, Inc. The Board of Commissioners passed a resolution on September 11, 2006 authorizing a Request for Proposals ("RFP") for a new jury system. Under the Information Technology Department's direction, with input from the county clerk, an RFP was issued.

Three vendors responded to the voluminous RFP. Among the RFP's 63+ pages of questions vendors were required to answer were questions such as the following:

“1.1 Bidder has an approved corporate strategic plan for future technical architecture and software development directions of the proposed solution, including but not limited to, timeframes for all known futures and necessary changes from current architecture needs.”

It is unclear to the clerk what kind of answer to this RFP question would help disqualify or qualify a jury room software vendor? Groucho Marx said he would never want to be a member of a country club that would have someone like him as a member. It's tempting to not want to do business with a company that would spend the time and resources to complete such an RFP! The clerk plans to work with the IT Department to update the RFP to see if questions like the one above can be presented more clearly.

Of the three vendors who did respond to the September 11, 2006, 63+ page RFP, one vendor was disqualified by the IT Department and one vendor was disqualified by the Purchasing Department. The one remaining vendor quoted a price of about \$200,000:

- disclosed its product has been in use for less than a year,
- used the same underlying software as a vendor that was disqualified by the county, and
- had headquarters located outside of the United States.

At that time, the clerk's staff met with the IT Department and the Purchasing Department to request a process for considering other vendors, whether through an amended bid or a new bid, or some other open method. The IT Department and the Purchasing Department asked the clerk to continue with the current process and stated the clerk may now only consider one vendor for this project. The clerk was advised at the time that she could not request nor consider demonstrations of other jury systems.

The clerk and IT Department evaluated the remaining vendor. But no recommendation was brought back to the Board of Commissioners.

It has been four years since the initial jury system RFP was published.

In 2009, the IT Department discovered a jury solution from Travis County, Texas and obtained the source code for a cost of \$10. That system requires substantial hardware and coding knowledge to implement. The costs of implement and maintaining this system will be evaluated against any other systems discovered through the RFP process. The IT Department and clerk are still evaluating it, but it is unclear at this time whether the county has the resources to implement and maintain this solution.

Macomb County Clerk Carmella Sabaugh has a record of using technology to improve services for the county's jurors, including:

- One-day, one-trial system that reduced jury duty from one week to one day for most jurors and reduced costs by over \$70,000 annually for the county,
- Providing pagers to jurors so they may shop downtown or simply get some fresh air while waiting to be sent to a courtroom with most of the cost being paid for by downtown businesses,
- Partnering with SMART to provide free bus rides for jurors without transportation at no cost to the county,
- Free wireless Internet services in the jury room, which has been expanded throughout the entire Court Building, and
- Free library book delivery from any library in the county to jurors in the jury room, at no cost to the county.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Receive and File Report from Director of Risk Management & Safety regarding the County's Healthstyles Committee Health Fair / Luncheon.

INTRODUCED BY: Commissioner Kathy Vosburg, Chair – Administrative Services Committee

The County Healthstyles Committee, for 22 years, has hosted a luncheon for the employees who participated in the various wellness programs throughout the year.

This year's health fair / luncheon will be held on Wednesday, August 18, 2010 from 10:00 a.m. to 2:00 p.m. at the Senior Citizens Auditorium, Verkuilen Building. All Commissioners are invited to participate.

The Committee sought bids from 3 caterers and selected Tony's Pita Peddler based on price and free delivery.

This year's program will offer participants a luncheon, health fair, prizes and raffle. The total budget has been set for \$1600.00. The monies are available from the Healthstyles Fundraising and Wellness Account.

In closing, I invite you to join approximately 200 employees that are planning to attend these annual festivities.

COMMITTEE/MEETING DATE:

ADMINISTRATIVE SERVICES

JULY 14, 2010