

**SPACE UTILIZATION SUBCOMMITTEE
MINUTES
OCTOBER 20, 2009**

The Space Utilization Subcommittee met on Tuesday, October 20, 2009 in the Committee Room, located on the second floor of the Administration Building beginning at 10:00 a.m. Mr. Jeffcoat, Subcommittee Chairman, presided.

Members attending:

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| Johnny W. Jeffcoat, Chairman | M. Todd Cullum, V Chairman |
| Bobby C. Keisler | Debra B. Debbie Summers |

Also attending: Katherine Hubbard, County Administrator; Joe Mergo, Deputy County Administrator; Larry Porth, Finance Director/Assistant County Administrator; other staff members, citizens of the county and representatives of the media.

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, and posted on the bulletin board located in the lobby of the County Administration Building.

Review of Space Needs - Ms. Hubbard, County Administrator, said part of the challenge facing the Subcommittee and Council is how to address space needs for the state agencies in the Auxiliary Administration Building and other County services. The requests from Registration and Elections, Veterans Affairs, and the Coroner's Office are only the first in a series of requests Council may see as the budget process gets closer. The Subcommittee will need to examine the space availability in the Auxiliary Administration Building, because once this facility is full, the options become limited to what can be done later. Ms. Hubbard said Council has talked about starting discussions about space needs in general and possibly have the Subcommittee meet during the budget process to prioritize the most emergent space needs for the upcoming budget year, examine where Council would like to see things go in over the next two to five years, and update the current space allocation plan.

Registration & Elections - Dean Crepes, Director - Mr. Crepes presented a request for additional space for the Registration and Elections Department needed during elections as well as storage for files and equipment. Currently, the only additional space available is the Auxiliary Building auditorium used by other offices, which is not convenient to set-up voting equipment to leave out for two months. The Committee asked Mr. Crepes how often the voting equipment was set-up for two months at a time. Mr. Crepes replied every general election but that the primary elections do not involve the same turnout so the current office space can be used.

Veterans Affairs - Gary Baker, Director - Mr. Baker presented a request for additional space for the Veterans' Affairs Office. He reported the VA currently uses the auditorium two full days a week for counseling for the Vet Center where they conduct approximately 1,900 counseling sessions a

year: three group sessions, two combat veteran sessions, one for spouses of combat veterans, plus numerous individual counseling. The VA office employs three full-time employees and one part-time employee who see approximately 3,000 clients per year. The Committee asked if the VA office planned to vacate their current office and move into the Magistrate office. Mr. Baker replied yes with only a few minor changes to the existing Magistrate office.

Coroner's Office - Harry O. Harman, Coroner - Mr. Randy Martin, Assistant Chief Deputy Coroner, presented a request for additional space for the Coroner's Office. He reported the biggest problem the Coroner's office has is inappropriate cooler space for the deceased and noted the Auxiliary Administration has a walk-in cooler storage area from when it was originally a food store. Mr. Martin expressed concerns about the current 1,500 square feet of office space, i.e.: it does not have a private area to meet with families about cases and incidents involving the death of their loved one, it does not have the proper secure storage facility for items of the deceased victims or crime scene investigation evidence, and it does not have a multi-purpose area to conduct training exercises and review case files. The Committee asked where staff currently met with family members and how much space the Coroner needed. Mr. Martin replied they use an office that was subject to other conversations and phone call interruptions. He said they could utilize double the current 1,500 square feet including cooler space. Ms. Hubbard reminded the Subcommittee about the pending space allocations for the DSS office located on Gibson Road next to the Coroner's office with plans to move the DSS office to the Red Bank Crossing facility next year. The current facility will need renovations pending the future occupant's needs and it would be a solution to the Coroner's space needs.

IS/Records Management - Mike Ujcich, CIO - Ms. Hubbard provided information for the Records Management request. She said Registration and Elections, Veterans Affairs, and Coroner's offices asked for the opportunity to share their space needs, however, Records Management was asked to provide information on the records storage space needs. The question is how will the County allocate prime office space for serving the public and all the records generated by these services. Mike Ujcich and Jim Schafer have been working on a plan to try to extend the life of the records management area at the old courthouse. Ms. Hubbard asked Mr. Ujcich to share the pending needs for records storage and how additional space could solve problems for long-term records storage planning.

Mr. Ujcich reported the Records Storage Center was created in 2004 to maintain and store all County records required under state law to be retained. The maximum storage capacity is 5,100 cubic feet and is currently storing 3,900 cubic feet of records which accounts for 76% of the space. He reported that 430 cubic feet of records are expected by the first of January 2010 that will take up 86% of storage. Documents stored are classified as either active or dormant records and currently has 35% of active records. Dormant records account for 2,500 cubic feet which can be stored at an off-site location and would extend the life of the records storage center for the next eleven years for active record storage. Mr. Ujcich reported there has been an 8% growth in records since 2004 and if

nothing is done, it may reach capacity by 2012 so now is the time to plan effectively for future records storage. Ms. Hubbard expressed concerns that if the County reaches its maximum storage capacity, records will start being withheld at the department level with boxes stored under desks and in closets leading to those departments requesting additional space. Records Management is offering a solution for records storage to deter request for additional space in office areas. The Committee asked if the records stored were paper. Mr. Ujcich replied the records stored are in paper form that are old court documents and sealed records. The Committee asked about the records being generated now and if these needed to be in paper form. Mr. Ujcich responded that it depends on the classification of those records and they are looking into electronic records management. He reported the older, dormant paper files are less expensive to store versus converting into an electronic format that would involve costs such as transferring paper records to electronic records, creating and storing the electronic records, and storage of the paper records. All aspects are being considered for effective records management of paper and electronic records for Lexington County. Ms. Hubbard reported the majority of the records stored currently are judicial in nature and there is a large resistance within the judicial system in allowing electronic documentation of these files because they want to retain original documents with the original signatures. The Committee discussed the requirements for records storage and the issues the County currently faces with future records storage.

The Subcommittee will review the requests presented.

Overall County Needs FY10/11 Budget Process - Ms. Hubbard said the Council Chairman requested that the County's space needs be a part of the discussions during the upcoming Strategic Planning Retreat and how this will be addressed during the budget process.

Old/New Business - None.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Judy R. Busbee
Assistant to the Clerk

Johnny W. Jeffcoat
Chairman

Diana W. Burnett
Clerk