

BERRIEN COUNTY BOARD OF COMMISSIONERS
Committee of the Whole Meeting Minutes
February 27, 2020

CHAIRMAN TO CALL THE MEETING TO ORDER:

Vice Chairperson Ezra Scott called the regular meeting to order at 8:36 A.M. in the Board of Commissioners' (BOC) room at the Berrien County Administration Center, 701 Main Street, St. Joseph, Michigan.

ROLL CALL:

The Vice Chair instructed the Clerk to take a roll call with the following results:

10 PRESENT: William Chickering Jim Curran, Teri Freehling, Robert Harrison, Jon Hinkelman, Michael Majerek (Arrived at 8:46 A.M.), Don Meeks, Dave Vollrath, Mamie Yarbrough and Ezra Scott.

2 ABSENT: Christopher Heugel and R. McKinley Elliott.

APPROVAL OF MINUTES OF THE FEBRUARY 20, 2020 MEETING:

Commissioner Freehling moved, seconded by Commissioner Yarbrough, to approve the Committee of the Whole minutes of February 20, 2020. Motion carried, no nays.

1 ABSTAIN: Chickering.

REQUISITION REVIEW:

Executive Administrative Assistant Annette Christie presented the requisitions to the Board for their review and discussion.

SCHEDULED DISCUSSION:

Information Systems / Trial Court Equivalent - Jworks Project Discussion

Administrator William Wolf introduced Information Systems Director Chris Swihart, who introduced Trial Court Chief Judge Mabel Mayfield, Trial Court Administrator Carrie Smietanka-Haney, and Chief Assistant Prosecuting Attorney Steve Pierangeli.

Chris Swihart gave a PowerPoint presentation on the Jworks Project Extension Summary and Review. He discussed the following:

- Project History:
 - 2008 - The Courts decided and recommended to the Board of Commissioners to replace their Mainframe Court Application with the MiCourt Desktop application from SCAO that was hosted by SCAO.
 - 2009 - Court/County agreed to be a pilot Court/County and started the migration of the Court Applications to the MiCourt Desktop Applications.
 - A plan was put together to replace all Mainframe applications with network applications in a seven year period.
 - 2016 - SCAO announces that they have made a decision to stop implementing MiCourt Desktop Application.
 - 2017 - RFP process began.
 - 2018 - 9 vendors provided bids, Equivalent was selected, and contract was negotiated and signed.
 - 2019 - Project kicked off January 16th, with Resolution for Prosecutor's application being approved in June.
- Original Project Contract:
 - Original Contract Amounts:
 - \$2,099,375.00 - Upfront cost.
 - \$210,375.00 - 1st Year of Maintenance for Courts (at go live).
 - \$50,800.00 - 1st Year Maintenance for Prosecutor (at go live).
 - Courts Resolution Amount:
 - \$2,175,000.00 – Upfront cost (including hardware).
 - Prosecutor Resolution Amount:

- \$430,000.00 - Upfront cost (including hardware).
 - Original Project Total Budget:
 - \$2,605,000.00 - Upfront Cost.
 - \$261,175.00 - 1st Year Maintenance Cost.
- Original Project Schedule:
 - Project was broken into two (2) phases:
 - Phase I – Civil / Probate / Juvenile / Prosecutor’s Civil & Juvenile.
 - Phase II – Criminal / Traffic / Prosecutor’s Criminal.
 - Both phases to be completed within 24 months of contract signing.
 - Phase 1 - Go-Live was scheduled for April 13th, 2020.
 - Phase 2 - Go-Live was scheduled for December 14th, 2020.
- Extension Project Schedule:
 - Project still broken into two (2) phases:
 - Phase I – Civil / Probate / Prosecutor’s Civil.
 - Phase II – Criminal / Traffic / Juvenile/ Prosecutor’s Criminal & Juvenile.
 - Both phases to be completed within 36 months of contract signing.
 - Phase 1 - Go-Live is scheduled for December 7th, 2020.
 - Phase 2 - Go-Live is scheduled for December 6th, 2021.
- Reasons for the Extension:
 - Jworks is a new product from Equivant that is highly customizable:
 - Equivant’s other product (Court View) is in use by several other counties in the State of Michigan.
 - Equivant is developing the Jworks application as it is being configured by the County’s System Administrators. This has created delays in the configuration process. Features that were supposed to be available at the original go-live, will not be available until later this year.
 - The existing Mainframe system was developed in-house and used over a 38 year period. Neither Equivant nor Berrien County could fully anticipate the amount of work needed to prepare and transition the Mainframe data into the Jworks system.
 - The project began with 3 System Administrators working on configuration in conjunction with regular duties. The number of system admins has since been expanded to 5. 2 admins working full time and the remaining 3 meeting 2 full days per week in a dedicated room.
 - Berrien County is the first county where Jworks is being used by both the Courts and Prosecutor.
 - The joint nature of the project has required additional work building security between the two entities to meet existing requirements.
- Cost for the Extension:
 - Equivant’s Cost:
 - Berrien County Trial Courts - \$96,664.00.
 - Berrien County Prosecutor’s Office - \$16,185.00.
 - Berrien County’s Cost:
 - Personnel Costs - \$150,000.00.
 - Hardware and Service Contingency - \$130,000.00.
 - Total Extension Cost:
 - \$392,849.00.
- Extension Cost by Year:
 - 2020:
 - Berrien County Personnel Costs - \$30,000.00.
 - Hardware and Service Contingency - \$65,000.00.
 - 2021:
 - Equivant Costs - \$112,849.00.
 - Berrien County Personnel Costs - \$120,000.00.
 - Hardware and Service Contingency - \$65,000.00.
- Explanation for Contingency:
 - Conservative estimate to cover upcoming and unknown costs.
 - Equivant is still developing scanning module. May require additional desktop scanners above what was originally estimated.
 - Implementation of e-Services will require changes to our existing Internet Service to accommodate increased demand.
 - In 2019, the project had unforeseen costs. Need to plan for similar occurrences in 2020 and 2021.

- Our goal is not to use the contingency, but to prevent the need for Board approval, if additional funding is needed for the project.

Discussion was held.

Parks and Recreation Presentation regarding the Michigan Natural Resources Trust Fund (MNRTF) Grant Applications

Parks and Recreation Commission Director Brian Bailey gave a PowerPoint presentation on the following:

- 2020 Priority Project Types of the MNRTF:
 - Trails (including water trails).
 - Regionally Significant Projects.
 - Wildlife Habitat, and Hunting Access (acquisitions only).
 - Lake and River Public Access (acquisition only).
- Enders Property.
- Paw Paw River County Park – Enders Property Proposed Concept Plan.
- Madeline Bertrand County Park Acquisition.

No decision was needed today on the projects. Discussion was held.

PUBLIC COMMENTS – Per the Berrien County Board of Commissioners' Bylaws, those speaking during public comments may do so no longer than two minutes and shall identify themselves by name and city, township, or village. (Article III, 3.9B-C):

Tony Benhart, Sodus Township, spoke about water levels being created by Mother Nature.

OTHER BUSINESS: None.

ADJOURNMENT:

The meeting was adjourned at 9:21 A.M.

Ezra Scott, Vice Chairperson

Sharon J. Tyler, County Clerk

Minutes are to be approved at the next Committee of the Whole meeting on March 5, 2020.