



Mendocino County

Legislation Text

File #: 19-1059, **Version:** 1

To: Board of Supervisors

From: Supervisor Williams

Meeting Date: November 12, 2019

Department Contact: Ted Williams

Phone: 463-4221

Item Type: Regular Agenda

Time Allocated for Item: 15 min

Agenda Title:

Discussion and Possible Action Including Direction to Staff to Author a Specification Document Outlining Document Digitalization Plan
(Sponsor: Supervisor Williams)

Recommended Action/Motion:

Direct staff to author a specification document outlining document digitalization plan including equipment and personnel needs, tentative schedule, training, file naming convention, public access, redaction , redundant offsite storage and an associated cost analysis.

Previous Board/Board Committee Actions:

None.

Summary of Request:

Digital documents reduce staff time and allow greater public access. Information Services staff is best positioned to build a plan of execution. The initial cost will be offset by long-term efficiency. The County's IT Master Plan includes an initiative (Number 22, Electronic Document Management System (EDMS)). Currently, the County does not have a consensus on a singular preferred solution for a future organization-wide document management system. Further, the IT Master Plan recommended that the County consider all EDMS options by first conducting a needs assessment and process review with all departments to gain an understanding of how an EDMS system should work across the entire organization. Additionally, it was recommended that the County consider what functionality, configurations, and training would improve the staff members' ability to effectively utilize an EDMS system, provide more transparency, and integrate other departmental applications and business processes.

Alternative Action/Motion:

Do not direct staff to author a document digitalization plan.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: n/a

Fiscal Details:

source of funding: N/A (direction to staff to return with **budgeted in current f/y:** N/A
a cost analysis and identify funding needs)

current f/y cost: N/A

if no, please describe:

annual recurring cost: N/A

revenue agreement: N/A

budget clarification: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: N/A

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Lindsey Dunham, Deputy Clerk I

Date: November 15, 2019

Final Status: **Direction Given to Staff**

