

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R

#15

Date: 5/19/2016

Weekly Agenda Date: 5/24/2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Michelle Skaff, Woodbury County Emergency Management Coordinator

WORDING FOR AGENDA ITEM: Discussion of County Employee Credentialing

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

EXECUTIVE SUMMARY: This item is to discuss the concept of credentialing all county employees. The software to be used is housed at the Woodbury County Emergency Operations Center. The primary purpose for credentialing employees is to help Woodbury County to be better prepared for emergencies. The credentialing software is recognized regionally and in the event of a large scale emergency, it will allow individuals to be recognized for their qualifications and county government employees and also any responder qualifications that they may possess. A secondary use of the cards is as a County ID. It is proposed to provide those with the proper approval to receive a proxy card as a dual credential-key card. These cards include expiration dates with a re-issue timeframe of four years. This expiration date will help to maintain accurate access rights to individuals.

BACKGROUND: Woodbury County's Healthcare Coalition has funded credentialing software, printer, and accessories for Woodbury County Emergency Management to use in preparing for emergencies. Woodbury County EMA has enough proxy cards and blank card stock to credential all Woodbury County employees provided by the Woodbury County Sheriff's Office and the healthcare purchased accessories. The Woodbury County sheriff's office has also provided lanyards for county distribution.

FINANCIAL IMPACT: Initial financial impact will include card holders to protect and display the credential. The cost will be \$937.60 for 500 card holders. Sustainment will include replacing credentials every four years, this will include cardstock, printer ink, and any additional lanyards, clips, carabiner reels, and card holders as needed. The sustainment costs are proposed to be budgeted through Human Resources.

4 year sustainment predicted costs (dependent on choice of clip and card type):

500 Proxy Cards -	\$1645.00	(\$3.29 each)
500 white ID cards	\$47.50	(\$0.10 each)
500 -3 tab cards	\$97.50	(.20 each)
500 lanyards	\$450.00	(.90 each)

500 Carabiner badge reel	\$1075.00	(\$2.15 each)
500 Clear vinyl clips	\$90.00	(.18 ea)
500 Black plastic card holder	\$937.60	(\$1.88 each)

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION: Discussion only.

ACTION REQUIRED / PROPOSED MOTION: Discussion.

Approved by Board of Supervisors April 5, 2016.