

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) F**

#13

Date: 5/26/2016

Weekly Agenda Date: 5/31/2016

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

**WORDING FOR AGENDA ITEM:** Request for Approval to Credential County Employees

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:** This item request approval to credential all county employees. The primary purpose for credentialing employees to help Woodbury County to be better prepared for emergencies. A secondary use of the cards is as a County ID. It will 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.

The process will include three individuals going to the county departments to enter data that will be included on the credential – ID. The cards will be printed at the EOC where the software and printer are housed. Arrangements will be made with the department heads to insure the most convenient time for the data entry.

**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	(\$.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)
Printer Ink (about 750 cards)	\$350.00	
Laminate	\$115.00	

**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:** It is recommended to approve to begin credentialing all county employees, beginning with the auditor/recorders office.

**ACTION REQUIRED / PROPOSED MOTION:** Approve motion to credential all county employees.

*Approved by Board of Supervisors April 5, 2016.*