



Stacy Steffensen, Commission Department Director

Brookings County

520 3<sup>rd</sup> St., Suite 210

Brookings, SD 57006

605-696-8205

ssteffensen@brookingscountysd.gov

## STAFF REPORT

### Agenda Items:

- Update of space needs projections: The Jail Expansion Committee had its first meeting on February 23<sup>rd</sup>. In May 1999, jail consultant James Rowenhorst provided the jail with space needs projections. Those projections end in 2018. For approximately \$500, Mr. Rowenhorst has indicated that he could update the space needs projections. The committee felt like this would be beneficial information to have moving forward.
- Items M and N: Part of our discussions included what Lake County has done as they look at expanding their jail facility. They advertised for citizen volunteers to be a part of this committee and they also passed a resolution that formally establishes the committee. The Lake County resolution, citizen application and notice are included in the packet. At this time, we would like direction from the board on whether or not to do a formal resolution and if the board feels that having a citizen(s) on that committee would be beneficial.
- Safety Committee By-Laws: the Safety Committee is getting better organized and Bob Hill drafted the by-laws that are included in the packet. These require Commission approval.
- Safety Committee members: as per the by-laws, the Commission must approve the members of the Safety Committee.

### Director's Report:

- Commissioner Pierce asked to include the JDC minutes in the packet as part of her Commission Report.
- The 6<sup>th</sup> Legislative Update from the SDACC is included with my report.
- The agenda for the March 23, 2016 quarterly meeting of the Sioux Valley Commissioners Association is attached. Please note: the chairperson for 2016 must come from Brookings County.
- I was approached by Beverly Jensen with the Brookings Register on having the county be included in their upcoming "Momentum" magazine. A general description of the magazine and pricing are attached to my report. Ms. Jensen drew up a basic layout for the county's pages. She is suggesting the two full pages at \$799. Her rough draft is also attached to my report. The deadline to reserve space in this publication is Friday, March 11<sup>th</sup>. I will be looking for board direction whether or not this is something you would like the county to participate in. We would be able to edit the copy and make suggestions as to the layout and text. I will bring along an example of the magazine that was published last year. Approximately 12,000 of these are printed.
- The updated General Fund Surplus Analysis comparisons are attached to my report: 2011-2015, plus January of 2016.

- We will need to discuss who is going out to Spring Workshop Tuesday versus Wednesday and if I need to reserve the Traverse. I have hotel rooms for both Tuesday and Wednesday nights for everyone.
- Lead Program Specialist with RSVP and the Foster Grandparent Program, Stephanie Bultje, contacted me about holding a County Recognition Day once again on April 5, 2016. She would like to do something similar to last year, with a small reception for the RSVP volunteers. The board also approved a resolution last year declaring the day as “National Service Recognition Day.” I have a flyer attached to my report. I will be looking to the board for direction on how you would like to proceed.
- The Veterans quilt is now on display in the hallway on 2<sup>nd</sup> floor near the Veterans/Human Services Department door. Lyle Bowes donated the case that it is displayed in.

Upcoming Dates:

- Tuesday, March 15<sup>th</sup> through Thursday, March 17<sup>th</sup>: SDACC Spring Workshop in Pierre.
- Wednesday, March 23<sup>rd</sup>: Quarterly meeting of the Sioux Valley Commissioners Association at 12:00 p.m. at the Brookings City & County Government Center.

Thank you,



Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota