

## MANAGEMENT CONFERENCE March 8, 1990, CONTINUED

agencies and that Building Operations should hold to a break-even cost, which excluding depreciation, figures approximately \$18 per hour.

Rice noted the agencies are INCOG, City-County Health, Tulsa Area Emergency Management Agency, River Parks Authority, etc., all who have their own budgets. The Chairman asked Rudd to determine the exact cost, excluding supervisory costs for Rudd and Helton and the depreciation costs, and report that figure to the Board. Harris said it would probably figure about \$15 or \$16 per hour.

Rice explained that a motion made at the February 8 Management Conference needed to be rescinded as a housekeeping measure. The motion was made in error when Higgins was told the equipment he wanted to lease from Xerox was on state contract. Since that time, the equipment has been advertised for bid.

Motion by Selph, seconded by Harris, to rescind the motion to approve a lease with Xerox for a 1090 copier. (Clerk's Misc. File No. 131200) Upon roll call, Harris, yes; Selph, yes; Rice, yes. Motion carried.

Higgins' memo requesting that a courier position be added to his organizational chart was discussed. Several officials have expressed a need for this when Administrative Services, Personnel, and Management Information Systems move to their new offices. Items such as data print-outs, jury instructions, forms delivery, etc., are examples of things which would need to be sent by courier. Higgins noted that funds would need to be budgeted if the position is approved, and that a need for the position to be filled by May was also a possibility. In that event, funds for May and June would also need to be determined. Rice added that a van would also be needed to carry the items transferred from building to building, and Rudd advised that there is no vehicle available for this purpose. Also, if a van is provided for the courier and trips were made on a schedule, perhaps every thirty minutes, then the vehicle could be used as a shuttle for employees.

Harris agreed that the need is definitely there and funds would need to be found. Higgins was directed to work with Tallent to develop a job description. Carr stated that funds could be found to budget this position for May and June.

Motion made by Harris, seconded by Selph, to approve adding the position of courier to Administrative Services' organizational chart and the development of a job description for same. Upon roll call, Harris, yes; Selph, yes; Rice, yes. Motion carried.

Rice directed Edwards to work with Carr to identify funds for the months of May and June and to budget funds for next fiscal year. Edwards is also to look for a vehicle to be used by the courier.

Jones remarked that the courier would be unable to deliver to many points in the Courthouse due to time constraints and that a central delivery point, such as the mail room, would need to be identified. Rice agreed and said he