

MEMO

Date: March 14, 2013

To: The CCCERA Board

From: Marilyn Leedom, CEO
By: Christina Dunn, Administration/HR Coordinator and
Son Lu, Information Technology Coordinator II

Subject: Solutions for paperless distribution of Board documents

Recommendation: 1. Contract with BoardDocs for a paperless Board document management solution
2. Purchase and distribute iPads to Board members and senior staff for paperless Board document management

MEETING DATE

MAR 14 2013

AGENDA ITEM

#12

Background:

As many governmental entities move into a paperless arena to save staff time, printing and mailing costs to provide board document solutions, CCCERA staff has been researching options for a solution that meets the needs of the Board, staff and interested parties. After the January 9, 2013 meeting where the Board approved the implementation of audio recording of minutes and retention of the audio recordings indefinitely, staff added this option to the list of possibilities and needs for an all-inclusive paperless solution.

Solutions:

Staff researched possible alternatives for storage, paperless delivery, and audio storage, including the need for integration into the current CCCERA website. BoardDocs is a cloud-based Governance Document Management Service developed specifically for governing bodies. It provides a paperless solution for agendas, backup documentation, policies, and financials, and also allows the storage of the audio files created during Board meetings by CCCERA through a cloud environment. BoardDocs can be linked directly to the CCCERA website so that the integration is seamless.

Through the BoardDocs process, staff time is minimized and a webmaster is not needed to upload documents to the BoardDocs site. It offers many features to reduce paper and provide increased accessibility to policies, minutes and agendas.

We have included an attachment outlining some of the capabilities of BoardDocs. BoardDocs would be customized to CCCERA's needs and provides a seamless link from CCCERA's existing website. The easy to use web based interface is fully supported on most mobile devices, including the Apple iPad. Once set up, accessing all Board agendas,



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audio records minutes, policies, reports and documentation of agenda items is quick and easy.

Staff recommends the purchasing and issuance of iPads to integrate into this new paperless technology. The iPad solution recommended does not include a 4G connection capability. All iPads have wireless capabilities and through the wireless connection will be able to connect to BoardDocs.com to view and download agendas and agenda items. A secure wireless connection will be available in the Board room for use. We do not anticipate that confidential documents will be routed through the BoardDocs or iPad solutions, but instead will continue to be provided in hard copy to each Board member.

As a side note, the implementation of the hardware and software components for the audio recording of minutes is in progress and has an estimated completion date of April 1, 2013. The integration with BoardDocs will provide audio recordings, along with all other documents, in an easily accessible and secure manner to CCCERA, the public and interested parties.

Cost Impact:

BoardDocs: \$12,000 annually with a one-time set up fee of \$1,000.

iPads: The cost of each iPad, including a 2 year AppleCare coverage policy, which covers all hardware and software, and 2 incidences of damage, is approximately \$900.

Note: both of these solutions have been covered within the 2013 Budget.

Training:

BoardDocs' customization process takes a minimum of 4-6 weeks. Following the processing time, BoardDocs will conduct three onsite training sessions including a two hour Board member training. CCCERA staff will provide iPad training as requested by specific Board members.

Recommendation:

We respectfully request authorization to contract with BoardDocs for a paperless Board document management solution. We also recommend the purchase and distribution of iPads to Board members and senior staff for paperless Board document management.



