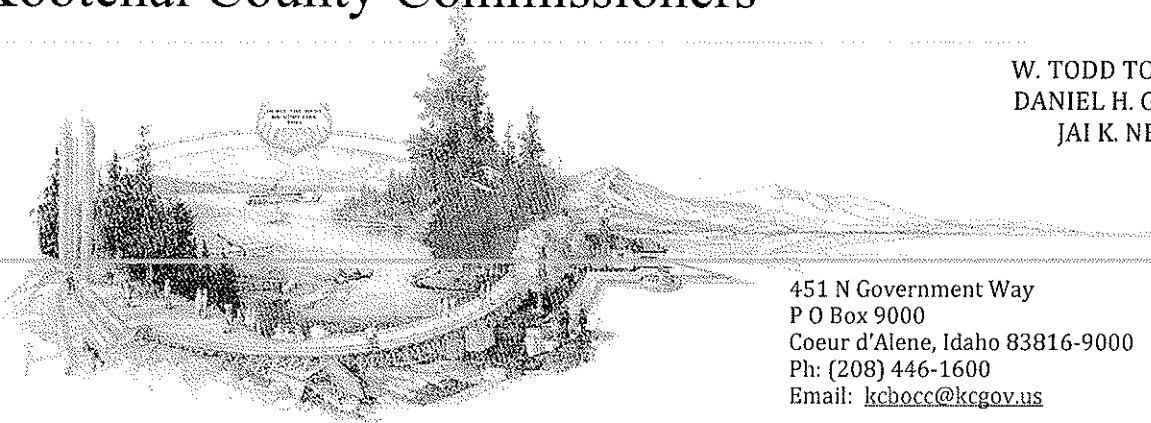


Kootenai County Commissioners

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Press Release

Date: December 4, 2012

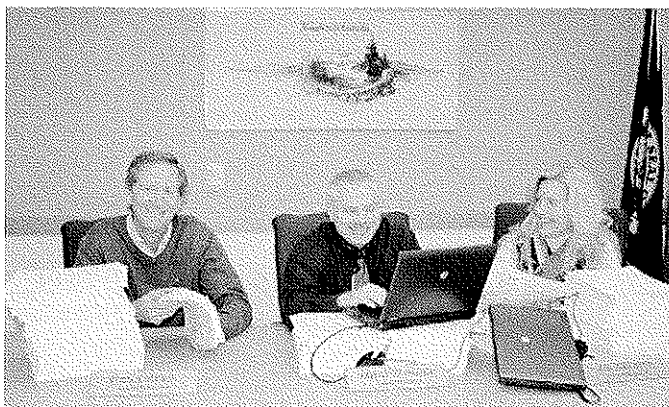
Re: **Less Paper Initiative: *Paperless, Paper-lite and Wireless***

As state and county governments continue to address tight budgets, we are diligently seeking to identify practices to improve the most effective use of our limited resources. Accordingly, we have recently undertaken an enhanced effort to become paperless, paper-lite and wireless in order to increase efficiencies and streamline productivity by maximizing the use of technology.

Members of the public will now have the ability to go wireless throughout the downtown facilities; the main campus and at the Juvenile Justice Facility on Fourth Street. We feel it's imperative in the information age to aid the public, law enforcement and attorneys in their courtroom business, during public hearings and conducting daily county business by having access to wireless technology in our facilities.

For the wireless project \$84,103 of the total cost of \$104,690 will be paid for out of State of Idaho funds awarded to the county from the lottery system. These funds are provided to the county when an in-state winning lottery ticket is sold as a way of distributing state lottery funds to aid county governments. Installation efforts on the wireless project have already begun and are expected to be completed by February of 2013.

The Board is now "paperless" in our business meeting and medically indigent appeal hearings, using laptops and electronic hearing packets, contracts and documents. Prior to this effort, the weekly medically indigent hearings involved reams of paper appeal files. Additionally, we recently gave the green light to proceed with legal case management software for the Prosecutor's office, Adult Misdemeanor Probation and the Public Defender departments as phase one of a two-phase implementation plan. Phase two is intended to include the juvenile justice departments.



The Less Paper Initiative: *Paperless, Paper-lite and Wireless* effort is much more than reducing the cost factors of paper, copiers, printers, printer ink and the corresponding costs for staff resources. It's about increasing effective communication--offices become more efficient resulting in less strain on human resources. Less time in paper management means more time being productive in providing county mandated services to our citizens. In addition to shaving expenses, it's also a more environmentally-friendly way to conduct our daily business.

We have already eliminated nearly 90% of moving paper around our office and many of the Board's departments with a projected savings of over \$31,866 annually in direct costs and more than \$41,027 in labor costs. For the Prosecutor's office, the projected cost savings are \$7,000 a year in direct costs and over \$100,000 in labor costs once the conversion to a case management system and paperless case filing is fully implemented. Overall, the projected total Phase 1 savings for the taxpayers is \$137,874 annually, equating to a savings of nearly \$1.4 million over the next decade.

This effort brings numerous benefits and cost savings county-wide, such as:

- Office management and individual efficiency: office time initiating a "paper" file
- Savings on costs for paper documents, printers & ink, discs, toner, repairs & replacement
- Enhanced document storage, archives and disposal
- Immediate access to appropriate files
- Legible notes, better communication, direct sharing of documents, fewer mistakes

Additional cost savings and benefits for the justice divisions are:

- Increased time in legal case management and less time in paper and file management
- Office time spent on gathering, redacting, and copying discovery
- Time spent coming to office to pick up legal discovery materials and staff interaction
- Software interface from law enforcement-- savings on case entry time and accuracy of having single input source
- Software interfacing results in immediate and accurate information from the courts and electronic filings in the future
- Better reporting and statistics tracking

Increased courtroom efficiency's are expected as follows:

- Web based = work anywhere in courthouse and courtrooms
- Reduced preparation time
- Immediate access to all files (no more "lost" files or documents)
- Legible notes, fewer mistakes, better communication, direct sharing of documents
- All work traceable to exact time and date

With the Paperless, Paper-lite and Wireless Initiative and vision we will soon have a wireless system and all county departments will have some form of software to manage and organize their workflow information. Overall, with our ongoing dedication to efficiency, Kootenai County will be more effective and productive, save money and time while continuing to provide the best services possible to our citizens. If you have any questions or comments please contact the Kootenai County Commissioner's office at 446-1600 or at kcboce@kcgov.us.