

**NOTICE OF MEETING (•) OF THE  
COMMISSIONERS COURT OF JACK COUNTY, TEXAS**

• Assistive Listening Devices Available on Request for Use during Court Session

Notice is hereby given that a Meeting of the above named Commissioners Court will be held on **Monday the 27th day of March, 2017 at 11:30 o'clock a.m.**, in the County Courthouse, Jacksboro, Texas, at

which time the following subjects\* will be discussed and appropriate action taken, to-wit:

These subjects may or may not be discussed in the order shown. All items listed below as part of the called "Consent Agenda Items" require no deliberation by the Court. Each Court member has the prerogative of removing an item from this agenda so that it may be considered separately.

1. Presentation and acceptance of 2016 Racial Profiling Report by Sheriff's Department;
2. Presentation by Vanessa James, County Clerk, on proposed Records Management project of preserving and digitization of Miscellaneous Records, Book E (paid by dedicated funds);
3. FUTURE AGENDA ITEMS; AND;
4. ADJOURNMENT.

**FILED FOR RECORD**

\_\_\_\_\_ O'CLOCK \_\_\_\_\_ M

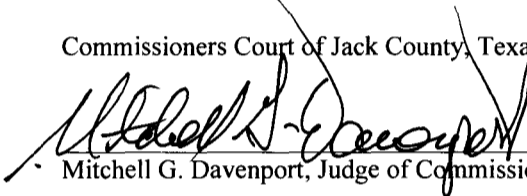
**MAR 24 2017**

VANESSA JAMES, County Clerk  
JACK COUNTY, TEXAS

BY \_\_\_\_\_, DEPUTY

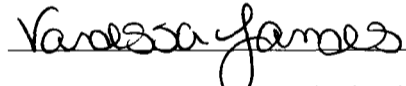
Dated this the 24th day of March, 2017

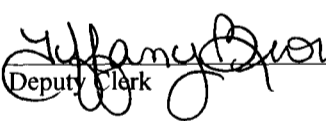
Commissioners Court of Jack County, Texas

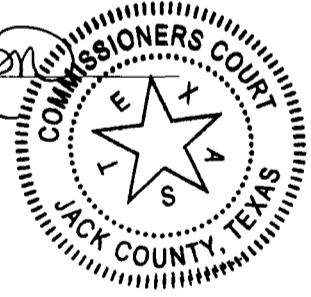
  
\_\_\_\_\_  
Mitchell G. Davenport, Judge of Commissioners Court

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners Court, is a true and correct copy of said Notice, and that I posted a true and correct copy of said Notice on the bulletin board at the Courthouse door of Jack County, Texas, at a place readily accessible to the general public at all times on the 24th day of March, 2017, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 24th day of March, 2017, at 11:30 a.m.

  
\_\_\_\_\_  
Vanessa James, County Clerk of Jack County, Texas

By:   
\_\_\_\_\_  
Deputy Clerk



MINUTES

On this the 27<sup>th</sup> day of March, 2017 the Commissioners Court of Jack County, Texas met in Regular session at 11:40 a.m. with the following elected officials present:

- Keith Umphress, Commissioner Pct. 1
- James L Brock, Commissioner Pct. 2
- Henry D. Birdwell, Jr., Commissioner Pct. 3
- Terry Ward, Commissioner Pct. 4
- Mitchell G. Davenport, County Judge

**FILED FOR RECORD**

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**APR 10 2017**

VANESSA JAMES, County Clerk  
JACK COUNTY, TEXAS

BY \_\_\_\_\_ DEPUTY

PRESENTATION AND ACCEPTANCE OF 2016 RACIAL PROFILING REPORT BY SHERIFF'S DEPARTMENT

Sheriff Spurlock presented the Court with the 2016 Racial Profiling Report.

Judge Davenport made a motion to accept the report. Motion was seconded by Commissioner Birdwell and passed unanimously.

PRESENTATION BY VANESSA JAMES, COUNTY CLERK, ON PROPOSED RECORDS MANAGEMENT PROJECT OF PRESERVING AND DIGITITIZING OF MISCELLANEOUS RECORDS (PAID BY DEDICATED FUNDS)

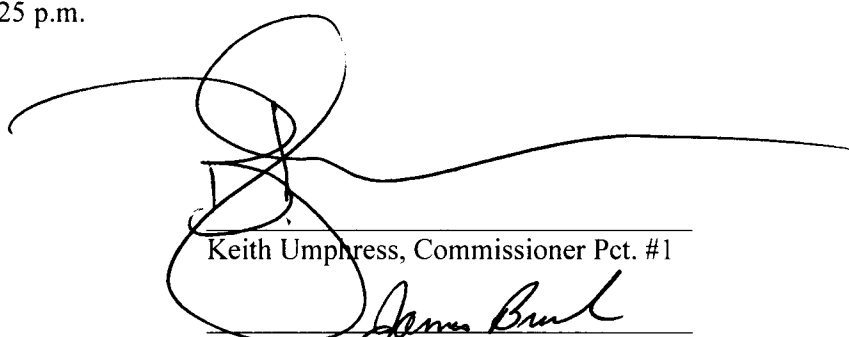
The County Clerk presented the Court with a quote from Data Preservation Solutions to scan all of the Miscellaneous records.

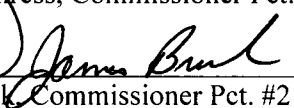
Motion was made by Judge Davenport to accept the proposal presented. Motion was seconded by Commissioner Umphress and passed unanimously.

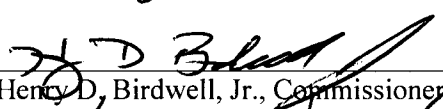
ADJOURNMENT

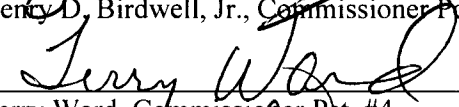
There being no further business motion was made by Commissioner Birdwell to adjourn. Commissioner Brock seconded the motion to adjourn. The motion carried unanimously.

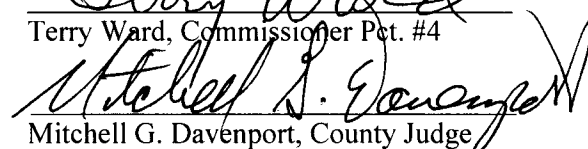
Meeting was adjourned at 1:25 p.m.

  
\_\_\_\_\_  
Keith Umphress, Commissioner Pct. #1


  
\_\_\_\_\_  
James Brock, Commissioner Pct. #2

  
\_\_\_\_\_  
Henry D. Birdwell, Jr., Commissioner Pct. #3

  
\_\_\_\_\_  
Terry Ward, Commissioner Pct. #4

  
\_\_\_\_\_  
Mitchell G. Davenport, County Judge

ATTEST:

  
\_\_\_\_\_  
Vanessa James, County Clerk





A Proposal for Honorable Vanessa James,  
County Clerk, Jack County for Scanning of  
Miscellaneous E Records, 70 Volumes

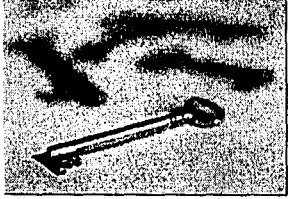
Presented on  
March 2017

By  
Lance Gonzales  
Account Manager/Preservation Consultant  
Data Preservation Solutions, LLC. [DPS]

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## 1 Current Situation

Honorable Vanessa Lane, County Clerk, manages Property records that require image enhancement, scanning and splitting. Records are Miscellaneous land records in loose bound books. Records will be scanned, indexed by Book Volume and Page, and cropped. As part of this service DPS will all split the individual records out for future indexing and format the deliverable to i-Docket specifications. DPS provides the required experience, knowledge, and services to effectively index these records. Records will be processed at the DPS facility in Irving Texas.



*DPS will ensure that investment in our services will save time and resources by having a complete solution that fully meets the needs of Jack County.*

### 1.1 Objectives

The most important objectives that will help solve the needs of Jack County consist of:

- Advanced Image Processing to enhance poor and light copies, text, enhance signatures, county seals and sensitive information.
- Custom formatting to import into existing recording system.
- Validation of image files by image count, book count and record count.
- Missing or irregular counts will be reported to Jack County for further investigation.
- Data will be reconciled throughout the entire workflow process.
- Staff has over 25 years of data entry experience with handwritten and typed records.

### 1.2 Benefits

DPS capture services have been designed to efficiently capture Jack County's record details for importing into Jack County's software repository for future searching by the public. Jack County can be assured that this project is part of DPS's core service offering and more importantly takes advantage of DPS's CREW imaging platform. Additional benefits are:

- Complete Digital Preservation and backup of County records.
- Specialized software to enhance difficult to read images.
- High Quality Fujitsu and Canon scanners to deliver optimal scanned images.
- Easier access once scanned images are loaded into i-Docket
- Full Indexing staff on hand with 25 years of County experience specializing in handwritten and typed records if needed.

## 2 Implementation Plan

DPS works directly with the Clerk to provide a fast and effective means of completing work. Our team understands the interference that can be created by an scanning project and takes specific steps to minimize the interruption. Upon approval of quote, DPS will assign a project manager specifically for this project and will coordinate all schedules and timeline with the Clerk.

### 3 Price

Price includes the following deliverables and services:

- Reconciliation of images and records
- Advanced Image Processing, Photostat reversal if needed, splitting of pages where needed and complete image cleanup
- Pick up and delivery, scanning and formatting per existing system specifications
- Book Volume and Page Indexing
- DVD or Hard drive copy delivered to existing vendor for import

A final list of fields for full indexing will be determined prior to project commencement.

References-

Hopkins County-Debbie Shirley

Titus County-Joan Newman

Caldwell County-Carol Holcomb

Palo Pinto County-Janette Green

Childress County-Barbara Spitzer

Wood County Tax Assessor-Carol Taylor

### Pricing Schedule

Book Type	Book Size	Estimated Number of Pages	Price Per Page	Splitting image clean cost per page	Estimated amount
Misc. E (70 books)	12x18	44,591	\$.45		\$20,065.95
Splitting each new record 1.5 page per record		18,691		\$.05	\$934.55
Formatting to i-Docket Specifications					\$250.00
Pick up and Delivery					\$200.00
Estimated Amount					\$21,450.00 to \$22,000.00

Agreed and Accepted:

\_\_\_\_\_  
Jack County

\_\_\_\_\_  
Data Preservation Solutions

\_\_\_\_\_  
Date

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