



STAFF REPORT
Board Meeting of January 19, 2022

AGENDA ITEM: 8-A

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Conference Room Audio/Visual (AV) Upgrades

Enclosure: No

Action: Authorize staff to implement the AV Upgrades to the MCTC Conference Room and provide an amendment to the 2021-22 Overall Work Program and Budget reflecting the funding in the amount of \$19,500

SUMMARY:

The coronavirus pandemic has been a unique time in history. One of the realistic benefits of the pandemic is that it has allowed and forced agencies to learn and use new technological capabilities to conduct business and interact with the public.

The Policy Board conducted their meetings exclusively in a virtual format for over a year. Recently, the Policy Board decided to start conducting its meetings in person while still using virtual capabilities for those who wish to do so. As you know, the MCTC conference room currently does not have the infrastructure needed to conduct this hybrid approach for any Commission meetings held in the conference room. Therefore, staff consulted our IT firm to explore the various available options to help provide this format.

Staff received a proposal from EKC Enterprises. Their recommendation is to install two cameras, four speakers in the ceiling, and two microphones that drop down from the ceiling by the dais and the podium. Also needed would be a new computer to operate all the equipment. The proposed cost for this setup would be approximately \$19,500 for all the equipment and labor. An option to improve sound quality when speaking would be to purchase individual microphones. However, allowing for additional microphones would require an additional \$10,000 in costs. Therefore, staff recommends that AV upgrades be made to the MCTC conference room to allow for meetings to be conducted in person while also allowing virtual participation. MCTC staff will revisit the need for individual microphones should the need arise.

FISCAL IMPACT:

Fiscal impact of \$19,500 to be amended and approved in the 2021-22 Overall Work Program and Budget.