

ADMINISTRATION & OVERSIGHT COMMITTEE

Monday, November 9, 2020 @ 11:00 a.m.

Zoom Video Conference

AGENDA

11:00 a.m. Call Meeting to Order

Approve Minutes

- October 22, 2020

Purchasing

- Department Update

Board of Elections

- Department Update

Resolutions:

1. Designating disposal of obsolete and/or surplus County personal property (Highway)
2. Amending Rule No. 24 of the Rules of the Madison County Board of Supervisors

Other Committee Business

Next Meeting: TBD – Annual Session

Adjourn

Administration and Oversight Committee

Meeting Minutes

October 22, 2020

COMMITTEE: Chairman David Jones
Vice Chairwoman Yvonne Nirelli
Supervisor Ron Bono
Supervisor T.J. Stokes

OTHERS: County Attorney Tina Wayland-Smith
Purchasing Agent Laurie Winters

ABSENT: Supervisor Joseph Ostrander

Vice Chairwoman Yvonne Nirelli called the meeting to order at 11:32 a.m. via Zoom video conference.

Approve Minutes:

The minutes of the September 17, 2020 meeting were unanimously approved on the motion of Supervisor Ron Bono and second of Supervisor T.J. Stokes.

Purchasing:

Purchasing Agent Laurie Winters informed the Committee that they have been working on a few bids that are out. A Highway bridge bid was opened today.

Purchasing is losing their part-time student intern. She has accepted a full-time position at Public Health. Winters hopes to fill the position for the remainder of the year with another part-time student intern.

Supervisor Bono questioned the status of the bid for elevator upgrades for the County Office Building. Winters stated that three bids were received and a bid for \$139K was selected (\$150K was budgeted).

We hit a record high with September PCard purchases totaling \$325K.

Resolutions:

Waiving the Rules for Resolutions

The Committee unanimously approved the resolution on the motion of Nirelli and second of Stokes.

Amending Rule No. 24 of the Rules of the Madison County Board of Supervisors

Discussion: County Attorney Tina Wayland-Smith stated that Clerk to the Board Cindy Urtz recommends revising Rule No. 24, which currently states *a resolution intended to be offered for adoption at a special meeting shall be mailed to all members with the Clerk's written notice of the call of the special meeting*. Cindy would like the option to email notices for special meetings.

After discussion, the Committee recommended that wording be revised for notices to be emailed or arrangements made with the Clerk to the Board to have them mailed. Tina will work on wording with Cindy and get the revised resolution to the Committee for their review and approval.

Next Meeting: Thursday, November 5th (time to be determined – Annual Session)

Motion to Adjourn: The Committee adjourned at 11:43 a.m. on the motion of Supervisor T.J. Stokes and second of Supervisor Ron Bono.

Respectfully submitted by Christine Coe for Vice Chairwoman Yvonne Nirelli.

RESOLUTION NO. _____

**DESIGNATING DISPOSAL OF OBSOLETE AND/OR SURPLUS COUNTY
PERSONAL PROPERTY**

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, certain County personal property is required to be declared obsolete and/or surplus by the Board of Supervisors before disposal; and

WHEREAS, the current County personal property waiting obsolete and/or surplus designation is listed below;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors declares the list of said items as obsolete and/or surplus.

| ITEM | DEPARTMENT | MILEAGE | CONDITION | COMMENT |
|--------------------------|------------|---------|-----------|---------|
| WAM054 - 1993 Volvo WG64 | Highway | 129,227 | Poor | Surplus |

Dated: December 3, 2020

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _____

**AMENDING RULE NO. 24 OF THE RULES OF THE
MADISON COUNTY BOARD OF SUPERVISORS**

WHEREAS, the Administration and Oversight Committee, at a meeting held on October 22, 2020 reviewed and approved changes to Rule No. 24 of the Rules of the Madison County Board of Supervisors; and

WHEREAS, the proposed change has been made in writing, offered and laid upon the table for more than 24 hours prior to this meeting in accordance with Rule No. 25 of the Rules of the Madison County Board of Supervisors; and

WHEREAS, a copy of proposed changes have been distributed to all Supervisors by placing same on their desks;

NOW, THEREFORE BE IT RESOLVED, that the attached revised Rule No. 24 is hereby approved by the Madison County Board of Supervisors, effective immediately.

Dated: November 12, 2020

David R. Jones, Chairman
Administrative and Oversight Committee

RULE 24.

All resolutions intended to be moved for adoption at a regular meeting shall be filed with the Clerk not less than seven calendar days prior to the meeting, and copies e-mailed to all members unless the member has provided written instructions to the Clerk to mail said agenda.

A resolution intended to be offered for adoption at a special meeting shall be emailed and/or mailed to all members with the Clerk's written notice of the call of the special meeting in the same manner as above specified.

This rule may be waived by a two-thirds majority of the weighted vote of the Board, except in the case of a resolution to amend a rule of the Board, and the motion to waive may not be tabled.