

# Administration and Oversight Committee

*Meeting Minutes*

*July 18, 2019*

COMMITTEE: Chairwoman Yvonne Nirelli  
Vice Chairman Pete Walrod  
Supervisor Ron Bono  
Supervisor David Jones

OTHERS: County Administrator Mark Scimone  
Board Vice Chairman Daniel Degear  
Purchasing Agent Laurie Winters  
Elections Commissioner Kelley Hood  
Elections Commissioner Laura Costello  
Public Information Officer Samantha Field

ABSENT: Supervisor Thomas Boylan

Chairwoman Yvonne Nirelli called the meeting to order at 11:34 a.m. in the Supervisors large conference room.

## **Approve Minutes:**

The minutes of the July 9, 2019 special meeting were unanimously approved on the motion of Vice Chairman Pete Walrod and second of Supervisor Ron Bono.

## **Purchasing:**

Purchasing Agent Laurie Winters reported that the PCard activity has increased significantly. Since September 2018, over \$2 Million in purchases have been paid with the PCard, earning the County a 1% rebate. With two months remaining in the rebate cycle, this amounts to \$21,810.68. We are ahead of the past three prior years combined. This program has become a great benefit for the County.

County Administrator Mark Scimone informed the Committee that the Purchasing Office has been extremely busy with the continuous construction projects, emergency order and meeting department needs. Laurie has been working to increase efficiencies with the help of piggybacking and State bids, but would benefit from the hiring of an intern. The intern they had through WIA the past three years helped out significantly; however, she has aged out of the program and is now a college student. Scimone proposed creating a paid internship position for Purchasing, two days per week at \$5,700 annually. Walrod stated that it would be a small expense compared to the money that the Purchasing Office is saving the County and bringing in with PCard rebates. It is the consensus of the Committee to create a paid intern position for the Purchasing Office. Scimone will bring their recommendation to the Finance, Ways and Means Committee.

## **Board of Elections:**

With the new election law reform and early voting, \$36,549 in grant money has been approved for electronic poll books. An additional \$50K in funding will be available next year to fully implement. The poll books will need to be purchased and then we will be reimbursed. Despite the funding provided and vendor negotiations, Elections will likely be \$30K short to get the number of poll books needed. Once implemented, the electronic poll books will save a lot of man hours. Elections Commissioners Kelley Hood and Laura Costello would like to purchase the

poll books this year as they will need to train 300 inspectors before the April 2020 Primary. They will bring their request to the Finance, Ways and Means Committee.

**Resolutions:**

**Designating Disposal of Obsolete and/or Surplus County Personal Property (Facilities/Highway/Sheriff Vehicles)**

The Committee unanimously approved the resolution on the motion of Walrod and second of Bono.

**Authorizing the Madison County Board of Elections to contract for Poll Site Usage**

The Committee unanimously approved the resolution on the motion of Bono and second of Walrod.

**Authorizing the Chairman to enter into an agreement with Unifirst Corporation and awarding piggybacking of Onondaga County Bid 0010285 to provide Industrial Laundry Service**

The Committee unanimously approved the resolution on the motion of Bono and second of Walrod.

**Next Meeting:** Thursday, August 22, 2019 at 11:30 a.m.

**Motion to Adjourn:** The Committee adjourned at 11:55 a.m. on the motion of Vice Chairman Walrod and second of Supervisor Bono.

*Respectfully submitted by Christine Coe for Chairwoman Yvonne Nirelli and approved on August 22, 2019.*