

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.