

**ADMINISTRATION & OVERSIGHT COMMITTEE**  
**Meeting Agenda – Thursday April 17, 2014 @ 3:00 p.m.**  
**Supervisors Large Conference Room**

**Agenda:**

**3:00 p.m. Call Meeting to Order**

**3:05 p.m. Approval of Minutes:**

- **March 11, 2014**
- **March 20, 2014**

**3:10 p.m. General Discussion/Updates**

**Any other business**

**Next Meeting**

**Adjourn**

# Administration and Oversight Committee Meeting

*Minutes, Special Meeting March 11, 2014*

**PRESENT:** Chairman Scott Henderson  
Vice Chairman James Rafte  
Supervisors Daniel S. Degear  
William Zupan  
Paul Walrod

**ALSO:** County Administrator Mark Scimone  
Elections Commissioners Laura Costello and Lynne Jones

Committee Chairman Scott Henderson called the meeting to order at 1:15 p.m. in the Supervisors Large Conference Room.

## **Resolutions:**

1. Authorizing the Chairman to enter into an agreement with the New York State Board of Elections in regards to the Help America Vote Act State Grant.
2. Authorizing the Chairman to enter into an agreement with the New York State Board of Elections in regards to the Help America Vote Act State Grant.

A motion to approve the two resolutions was made by Committee Vice Chairman James V. Rafte, seconded by Supervisor William Zupan and unanimously carried.

Committee Chairman Scott Henderson asked the Committee if we should be putting together a list of shared services and economies the County is currently doing. Mark Scimone notified the Committee that the County is putting together a list of shared services with NYSAC who will be providing a list of all consolidated services in New York State to the Governor's Office and the New York State Assembly and Senate. Mark will forward the list to Administration and Oversight as well as NYSAC.

**Next Meeting:** March 20, 2014, at 3 p.m. in the Atrium Conference Room.

**Motion to Adjourn:** The Committee adjourned at 1:21 p.m. on the motion of Supervisor Daniel S. Degear and second of Committee Vice Chairman James V. Rafte.

Respectfully Submitted by Christine Coe for:

Scott Henderson, Chairman  
Administration and Oversight Committee

# Administration and Oversight Committee Meeting

*Minutes March 20, 2014*

**PRESENT:** Vice Chairman James Rafte (3:06 p.m.), Supervisors Daniel S. Degear, William Zupan and Paul Walrod

**ALSO:** Executive Assistant Christine Coe, Elections Commissioners Laura Costello and Lynne Jones

**ABSENT:** Chairman Scott Henderson

Supervisor Daniel S. Degear called the meeting to order at 3 p.m. in the Atrium Conference Room.

**Minutes:** The minutes of the regular meetings of Aug. 29, 2013; Oct. 31, 2013; and Feb. 20, 2014, meeting were unanimously approved on the motion of Supervisor William Zupan and second of Supervisor Paul "Pete" Walrod.

**Board of Elections:** Elections Commissioners Laura Costello and Lynne Jones presented two resolutions.

A resolution authorizing the chairman to enter into an agreement with Phoenix Graphics, Inc., to purchase optical scan ballots was unanimously approved on the motion of Walrod and second of Zupan.

A resolution authorizing the chairman to enter into an agreement with the New York State Board of Elections to accept grant money through the Help America Vote Act.

Vice Chairman James V. Rafte, Sr., joined the meeting.

**Purchasing Agent:** Executive Assistant Christine Coe of the County Administrator's office reported that the advertising was placed for the newly created purchasing agent position and a search committee named (comprised of County Administrator Mark Scimone, Treasurer Cindy Edick, Purchasing Agent Cindy Urtz, Sheriff Allen Riley, First Assistant County Attorney Tina Wayland-Smith and Supervisor Scott Henderson).

**Next Meeting:** April 17, 2014, at 3 p.m. in the Supervisors Large Conference Room.

**Motion to Adjourn:** The Committee adjourned at 3:08 p.m. on the motion of Zupan and second of Walrod.

*Respectfully submitted March 26, 2014, by Martha E. Conway for Chairman Scott Henderson and approved April 17, 2014.*