

ADMINISTRATION & OVERSIGHT COMMITTEE
Meeting Agenda – Thursday, December 17, 2015 – 3:00 p.m.
Supervisors Large Conference Room

Agenda:

3:00 p.m. Call Meeting to Order

Approval of Minutes:

- **November 17, 2015**

3:05 p.m. Discussion – Purchasing Updates with Nicole Farino

Any other business

Next Meeting

Adjourn

Administration and Oversight Committee

Special Meeting

Minutes November 17, 2015

PRESENT: Chairman Scott Henderson
Vice Chairman James Rafté
Supervisor Roger Bradstreet
Supervisor William Zupan
Supervisor Paul Walrod

OTHERS: Supervisor Ronald Bono
Supervisor Alexander Stepanski
County Administrator Mark Scimone
Elections Commissioner Kelley Hood
Elections Commissioner Laura Costello

Committee Chairman Scott Henderson called the meeting to order at 11:26 a.m. in the Supervisors Large Conference Room.

Approve Minutes:

The minutes of the regular meeting of October 22, 2015 were unanimously approved on the motion of Vice Chairman Rafté and second of Supervisor Bradstreet.

Board of Elections Update:

Elections Commissioners Kelley Hood and Laura Costello shared their new office design plan with the Committee. Their new space will provide them with a meeting space for training and will be available for others departments to reserve. A couple requests made by the Board of Elections were not included in the current plans. County Administrator Mark Scimone recommended they contact LaBella Associates to see if a change order would be necessary to meet their requests.

Purchasing Update:

County Administrator Mark Scimone stated that Laurie Winters from the Highway Department has been hired for the Office Assistant II position in Purchasing. Winters knows purchasing and the Munis system very well and will be a great asset to the Purchasing Agent.

Resolutions:

The Committee unanimously approved a resolution amending Rule No. 1 of the Rules of the Madison County Board of Supervisors, which sets the first day the Board of Supervisors shall meet for Annual Session in November, from the first Monday to the first Thursday after the general election on a motion of Walrod and second of Bradstreet.

The Committee unanimously approved a resolution designating disposal of obsolete and/or surplus County personal property on a motion of Zupan and second of Bradstreet.

The Committee unanimously approved a resolution authorizing modification of the 2015 adopted County budget on a motion of Walrod and second of Zupan.

Other Committee Business:

Supervisor Ron Bono stated that Board members worry about last minutes surprise resolutions in Annual Session and questioned whether there should be a rule change that only

budget items can be presented last minute. Scimone stated that surprise resolutions are almost exclusively budget modifications already and Bono agreed the change did not need to be made. Henderson requested that the Committee read through the Rules of the Board of Supervisors to ensure no other changes are recommended.

Preferred Agenda:

The Committee agreed that no resolutions will be on November 17th Administration and Oversight Committee's Preferred Agenda.

Motion to Adjourn: The Committee adjourned at 11:53 a.m. on the motion of Supervisor Zupan and second of Supervisor Walrod.

Next Meeting: Tuesday, December 8, 2015 (tentatively) prior to Board meeting.

Respectfully submitted by Christine Coe for Chairman Scott Henderson.