

ADMINISTRATION & OVERSIGHT COMMITTEE
Meeting Agenda –Wednesday, May 25, 2016 – 3:30 p.m.
Supervisors Conference Room

Agenda:

3:30 p.m. Call Meeting to Order

Approval of Minutes:

- **April 27, 2016**
- **May 10, 2016**

3:35 p.m. Board of Elections – Discussion on School Elections

3:50 p.m. Purchasing Updates - Nicole Farino

Resolution:

- 1. Authorizing the Chairman to Enter into Agreement with Cintas for the Rental of Uniforms and Miscellaneous Items.**

Any other business

Adjourn

Administration and Oversight Committee

Regular Meeting Minutes

April 27, 2016

PRESENT: Chairman Scott Henderson
Vice Chairman William Zupan
Supervisor Ronald Bono
Supervisor Lewis Carinci
Supervisor David Jones

OTHERS: Purchasing Agent Nicole Schafer-Farino

Committee Chairman Scott Henderson called the meeting to order at 3:00 p.m. in the Supervisors Large Conference Room.

Approve Minutes:

The minutes of the March 29, 2016 meetings were unanimously approved on the motion of Vice Chairman Zupan and second of Supervisor Jones.

Purchasing:

Purchasing Agent Nicole Shafer-Farino stated that Purchasing has been very busy with 31 bids and 9 RFPs to date, compared to 42 bids and 6 RFPs for all of 2015. With the significant increase in bids, Office Assistant Laurie Winters' assistance has been invaluable.

Madison County recently awarded its Paper and Envelope, Crushed Stone, and Bituminous Concrete Bids for the 2016 fiscal year. We received much lower prices on our paper and envelope bid this year as it was based on our estimated usage, which included a few of our towns. We may have received even better pricing had our estimated usage been higher by including more of our municipalities. These contracts are open to "piggy-backing", and the prices listed on the notification are reflective of the delivered price. Towns that wish to utilize these contracts in the 2016 fiscal year can contact the vendor directly and confirm that they will extend to your municipality the same price and delivery terms. You may also choose to pick up your paper at Central Services in the county office building. Schafer-Farino hopes to include more municipalities in future bids as every bid that we can do cooperatively will save our taxpayers dollars and help make us, as a County, more fiscally efficient by doing more with less.

A Munis Contract Module implementation meeting will be held at the end of June. Departments will be able to save time by easily importing contract information.

Vendors can get bids directly from the County website by completing a request ticket on the Purchasing Department's webpage.

A Purchasing Card (P-Card) meeting will be held this afternoon. The goal for implementation is the end of May.

Shafer-Farino discussed her department's increasing space needs due to the significant number of bids and the files that must be kept on hand. She requested that these needs be considered while the relocation of the Board of Elections and Real Property are being addressed. Henderson recommended that Purchasing space needs be added to the next Highway, Buildings and Ground agenda and Bono agreed.

The Committee discussed the need to replace the Sewer District's treatment plant pump and whether it had to go out to bid along with the progress of the fire training facility project. Nicole stated that it is good if she is included in meeting where these types of projects are discussed. She will request this topic be added to the Department Head meeting agenda.

Shafer-Farino presented the following resolution to the Committee:

Designating disposal of obsolete and/or surplus County personal property

A motion was made by Bono to approve the resolution, seconded by Carinci and carried unanimously.

Motion to Adjourn: The Committee adjourned at 3:32 p.m. on the motion of Supervisor Bono and second of Vice Chairman Zupan.

Next Meeting: Wednesday, May 25, 2016 at 3:30 p.m. (following the Highway, Buildings and Grounds Committee)

Respectfully submitted by Christine Coe for Chairman Scott Henderson and approved on April 27, 2016.

Administration and Oversight Committee

Special Meeting Minutes

May 10, 2016

PRESENT: Chairman Scott Henderson
Vice Chairman William Zupan
Supervisor Ronald Bono
Supervisor Lewis Carinci

ABSENT: Supervisor David Jones

Committee Chairman Scott Henderson called the meeting to order at 12:55 p.m. in the Chambers.

Resolution:

Declaring “Mayday for Mandate Relief”

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

Motion to Adjourn: The Committee adjourned at 12:57 p.m. on the motion of Supervisor Bono and second of Supervisor Carinci.

Next Meeting: Wednesday, May 25, 2016 at 3:30 p.m. (following the Highway, Buildings and Grounds Committee)

Respectfully submitted by Christine Coe for Chairman Scott Henderson.