

ADMINISTRATION & OVERSIGHT COMMITTEE
Meeting Agenda – Thursday, February 20, 2014 – 3:00 p.m.
Atrium Conference Room

Agenda:

3:00 p.m. Call Meeting to Order

Approval of Minutes:

- **January 21, 2014**

3:05 p.m. Board of Elections

- **Res. 1 – Authorizing the Chairman to Enter into a Voting System Maintenance Agreement with Dominion Voting Systems Corporation.**
- **Res. 2 – Authorizing the Chairman to Enter into a Voting System Maintenance Agreement with Dominion Voting Systems Corporation.**

3:20 p.m. Discussion – Purchasing planning with:

- **Mark Scimone**
- **Cindy Edick**
- **Eileen Zehr**
- **Cindy Urtz**

Any other business

Next Meeting

Adjourn

Administration and Oversight Committee Meeting

Minutes January 21, 2014

PRESENT: Chairman Scott Henderson, Vice Chairman James Rafte (3:54 p.m.), Supervisors Daniel S. Degear, William Zupan and Paul Walrod

ALSO: County Administrator Mark Scimone

The meeting was called to order at 3 p.m. in the Supervisors Chambers.

Minutes: The minutes of the Dec. 23, 2013, meeting were unanimously approved on the motion of Supervisor Daniel S. Degear and second of Chairman Scott Henderson.

Committee Direction: Henderson opened the meeting by saying the Administration and Oversight Committee has for a long time been a vehicle for passing actions on from the Board of Elections to the Board of Supervisors. He said it has been a long time since it had actually done any administration or oversight. He provided copies of the Madison County Board of Supervisors Rules of the Board to each member of the Committee and strongly urged them to review them.

Meeting Day and Time: Henderson also asked the consensus of the Committee on the subject of holding meetings regularly, rather than on an as-needed basis, as it has been for some time. Consensus was that the Committee does need to meet regularly, and all agreed that 3 p.m. on the third Thursday of each month worked most of the time for everyone.

Purchasing Functions: The Committee will begin looking at revamping the County's purchasing mechanisms with the anticipated retirement of Purchasing Agent Cindy Urtz later this year, as well as the implementation of new software that will allow centralization of the function. The Committee will examine options for this need going forward.

County Administrator Mark Scimone said the new software will allow for consistency and better competitiveness, and centralization will be important to comply with new "best value" and women- and minority-owned business factors coming into play.

The Committee would like to explore whether there is any possibility to favor Madison County vendors in close-bid situations; they asked Scimone to arrange for Personnel Director Eileen Zehr, Purchasing Agent Cindy Urtz and Treasurer Cindy Edick to attend the next meeting to help develop a plan.

Supervisor William Zupan said the right candidate would have a broad base of product knowledge; Supervisor Daniel S. Degear said the right candidate needs to know how to apply the law.

Supervisor Evaluation: The Committee discussed a proposal by Supervisor Richard O. Bargabos to implement an unbiased/comprehensive supervisor appraisal/evaluation. Zupan said all supervisors signed on for the job and should be present to attend to their duties as such. Degear said he answers to the people who vote for him, as does everyone on the Board, and that they should make every effort to be present.

Supervisor James V. Rafte, Sr., joined the meeting at 3:54 p.m.

Degear said conducting businesses amidst heavy or persistent absenteeism is not good governance. He said the more people who show up, the better diversity of ideas and experience

are represented.

All were in agreement that supervisors are going to have conflicts with meeting times, that they see no problem in compiling attendance data and that there is no need for further action on the matter.

Motion to Adjourn: The Committee adjourned at 3:57 p.m. on the motion of Supervisor Paul Walrod and second of Zupan.

Next Meeting: Feb. 20, 2014, at 3 p.m. in the ATRIUM CONFERENCE ROOM.

Respectfully submitted January 27, 2014, by Martha E. Conway for Chairman Scott Henderson and approved February 20, 2014.

Scott Henderson, Chairman, Administration and Oversight Committee

RESOLUTION NO. 1

AUTHORIZING THE CHAIRMAN TO ENTER INTO A VOTING SYSTEM MAINTENANCE AGREEMENT WITH DOMINION VOTING SYSTEMS CORPORATION

WHEREAS, the Madison County Board of Elections purchased ImageCast voting systems and the Election Management System (EMS) with a five year warranty from Dominion Voting Systems Corporation; and

WHEREAS, the warranty expires on 39 ImageCast BMD (Ballot Marking Device) voting machines and the EMS ballot/machine programming system in 2013/2014; and

WHEREAS, the annual warranty cost is \$240.00 for each BMD voting machine and \$12,500 for the EMS programming station; and

WHEREAS, the annual maintenance agreement provided by the Office of General Services (OGS) includes machine repairs, phone support and all certified software and firmware upgrades that are only available through Dominion; and

WHEREAS, Dominion has agreed to a three year contract covering 39 ImageCast BMD voting systems: Hardware Warranty, Firmware and License from September 10, 2013 through December 31, 2016 and one EMS (Election Management System): Software Maintenance and License from September 1, 2014 through December 31, 2017 to be paid by the County as follows;

On March 1, 2014 the County shall make a payment to Dominion in the amount of \$21,860.00
On January 1, 2015 the County shall make a payment to Dominion in the amount of \$21,860.00
On January 1, 2016 the County shall make a payment to Dominion in the amount of \$21,860.00

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into the agreement with Dominion Voting Systems Corporation on behalf of the Board of Elections in the form as is on file with the Clerk of the Board.

Dated: March 11, 2014

Scott Henderson, Chairman
Administration and Oversight Committee



Sales Order

215 Spadina Avenue
 Toronto, ON M5T 2C7
 Tel: 416-762-8683
 Fax: 416-762-8663

Sales Order Number _____ ACCOUNTING USE ONLY
 Job Number _____

Bill to			Ship to		
BUSINESS NAME Madison County Board of Elections			BUSINESS NAME Same		
CUSTOMER CONTACT NAME Commissioners		TELEPHONE +1 (315) 366-2233	CUSTOMER CONTACT NAME		TELEPHONE
ADDRESS PO Box 666		FAX	ADDRESS		FAX
CITY Wampsville	STATE NY	ZIP 13163	CITY	STATE	ZIP

Sales Representative Information		Critical Dates (mm/dd/yy)		
REPRESENTATIVE #	REPRESENTATIVE NAME Gio Costantiello	ISSUANCE	ELECTION	PO DATE

Quantity	Product Number	WH	Product Description	Unit Price	Extended Price
39.00			ICP-BMD Extended Hardware Warranty	\$ 150.00	\$ 5,850.00
39.00			ICP-BMD Firmware and License	\$ 90.00	\$ 3,510.00
1.00			EMS Software Maintenance and License	\$ 12,500.00	\$ 12,500.00
1.00			Discount 4 months (Included)	\$ 0.00	\$ 0.00
			Coverage Period:		
			ICP-BMD: 09-10-2013 to 12-31-2016		
			EMS: 09-01-2014 to 12-31-2017		
			3 Year Agreement with annual payments due:		
			Year 1 - March 1, 2014		
			Year 2 - January 1, 2015		
			Year 3 - January 1, 2016		
Total Price					\$ 21,860.00

Special Instructions

3 payments of \$21,860.00 due: March 1, 2014, January 1, 2015, January 1, 2016

Authorizations

REQUESTER (key, type or print) Gio Costantiello	TITLE Dir of Sales	SIGNATURE Gio Costantiello <small>Digitally signed by Gio Costantiello DN: cn = Gio Costantiello, o = Dominion Voting, ou = CRA, email = gio.costantiello@dominionvoting.com, c = US Date: 2014.01.24 13:17:50 -0500</small>	DATE (mm/dd/yy) Jan 24, 2014
DEPARTMENT HEAD (key, type or print) Aloke Nanda	TITLE VP of Sales	SIGNATURE	DATE (mm/dd/yy)
ACCOUNTING (key, type or print)	TITLE	SIGNATURE	DATE (mm/dd/yy)

RESOLUTION NO. 2

AUTHORIZING THE CHAIRMAN TO ENTER INTO A VOTING SYSTEM MAINTENANCE AGREEMENT WITH DOMINION VOTING SYSTEMS CORPORATION

WHEREAS, the Madison County Board of Elections purchased ImageCast voting systems and the Election Management System (EMS) with a five year warranty from Dominion Voting Systems Corporation; and

WHEREAS, the warranty expires on 39 ImageCast BMD (Ballot Marking Device) voting machines and the EMS ballot/machine programming system in 2013/2014; and

WHEREAS, the annual warranty cost is \$240.00 for each BMD voting machine and \$12,500 for the EMS programming station; and

WHEREAS, the annual maintenance agreement provided by the Office of General Services (OGS) includes machine repairs, phone support and all certified software and firmware upgrades that are only available through Dominion; and

WHEREAS, Dominion has agreed to a three year contract at a 20% discount totaling \$58,251.67 to be paid on March 1, 2014 covering;

39 ImageCast BMD voting systems: Hardware Warranty, Firmware and License
from September 10, 2013 through December 31, 2016

One EMS (Election Management System): Software Maintenance and License
From September 1, 2014 through December 31, 2017

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into the agreement with Dominion Voting Systems Corporation on behalf of the Board of Elections in the form as is on file with the Clerk of the Board.

Dated: March 11, 2014

Scott Henderson, Chairman
Administration and Oversight Committee

