ADMINISTRATION & OVERSIGHT COMMITTEE
Meeting Agenda – Wednesday January 22, 2013 – 3:00 p.m.
Supervisors Large Conference Room

Agenda:

3:00 p.m.	**Call Meeting to Order**
	Approval of Minutes:
	• **December 23, 2013**
3:05 p.m.	**Discussion – Supervisor Performance Evaluations**
3:15 p.m.	**Discussion – Organizing Committee for New Year**
	Any other business
	Next Meeting
	Adjourn

ADMINISTRATION & OVERSIGHT COMMITTEE
Meeting Agenda – Tuesday, December 23, 2013, 9:45am
Supervisors Large Conference Room
Minutes

PRESENT: Chairwoman Priscilla Suits, Vice Chairman John A. Reinhardt, Supervisors James Rafte, Russell Cary and Scott Henderson

The meeting was called to order at 9:45 a.m. in the Supervisors Large Conference Room.

Approval of Minutes:

A motion was made by Supervisor Cary to approve the November 12, 2013, minutes and seconded by Supervisor Henderson. Carried unanimously.

Board of Elections

Resolutions:

1) Authorizing the Chairman to Enter into an Agreement with Phoenix Graphics Inc. to Purchase Optical Scan Ballots. A motion was made to approve this resolution by Supervisor Henderson and seconded by Supervisor Rafte. Carried unanimously.

Discussion: This will save the Board of elections money in a number of ways including free envelopes. There is an agreement in place that if the cost of printing etc. goes down, the company will also reduce their rates.

2) Authorizing the Chairman to Renew an Agreement with NTS Data Services

A motion was made to approve this resolution by Supervisor Cary and seconded by Supervisor Henderson. Carried unanimously.

Discussion: The Board of Elections renews this contract each year and it covers Registration, Electronic Reporting, Document Imaging, etc. They have been very pleased with this service.

3) Authorizing the Chairman to Enter into an Asset Management System Purchase, Maintenance, and Support Agreement with NTS Data Services

A motion was made to approve this resolution by Supervisor Henderson and seconded by Supervisor Rafte. Carried unanimously.

Discussion: There are no changes to this contract this year; this contract covers machines etc.

4) Fixing Time for Holding Meetings During 2014

A motion was made to approve this resolution and move it to the full board for discussion by Supervisor Reinhardt and seconded by Supervisor Rafte; carried with one nay from Supervisor Russell Cary, who stated he wants to make sure this issue is fully discussed at the January 2 meeting.

Next Meeting – TBD in 2014

Adjourn: Motion was made to adjourn the meeting at 10:00 AM by Supervisor Rafte and seconded by Supervisor Henderson.

Respectfully submitted by Suzanne Odell on behalf of Chairwoman Suits.