

ADMINISTRATION AND OVERSIGHT COMMITTEE
Meeting Agenda – Thursday, March 20, 2014
3:00 p.m. - Atrium Conference Room

Agenda:

3:00 p.m. Call Meeting to Order

3:05 p.m. Approval of Minutes:

- August 29, 2013
- October 31, 2013
- February 20, 2014

3:10 p.m. Discussion – Updates on Purchasing

3:20 p.m. Resolutions:

1. Authorizing the Chairman to Enter into an Agreement with Phoenix Graphics Inc. to Purchase Optical Scan Ballots
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 Federal Grant.

Any other business

Next Meeting

Adjourn

ADMINISTRATION & OVERSIGHT COMMITTEE
August 29, 2013, Minutes

PRESENT: Chairwoman Priscilla Suits, Vice Chairman John A. Reinhardt, Supervisor Russell Cary

ABSENT: Supervisors Scott Henderson and James V. Rafta

ALSO: County Administrator Mark Scimone

The meeting was called to order at 8:10 a.m.

The minutes of the June 26 and July 9, 2013, meetings were unanimously approved on the motion of Vice Chairman John A. Reinhardt and second of Chairwoman Priscilla Suits.

Board of Elections - 2014 Budget Review

Discussion: As there will be two primaries in 2014, the Board of Elections needed to budget for work coverage and mailings for both.

Supervisor Russell Cary moved that the County write to the Governor and the Legislature to coordinate the state primary with the federal to alleviate costs to the local governments and to increase the probability of voter turnout. Vice Chairman John A. Reinhardt seconded the motion and the motion was unanimously carried.

Elections will draft a resolution for the board.

Resolutions

1. A resolution authorizing the Chairman of the Board to renew a contract for poll site usage (Cazenovia American Legion, Grace Lutheran Church, St. Agatha's Church Center, Canastota VFW, Fyler Community Hall, St. Paul's United Methodist Church, Kallet Civic Center, Bridgeport Fire House and Sullivan Free Library) was unanimously approved on the motion of Cary and second of Reinhardt.

Discussion - this is a yearly contract with the poll sites.

2. A resolution authorizing the Chairman of the Board to renew a contract for poll site usage (Lincoln Fire House) was unanimously approved on the motion of Cary and second of Reinhardt.

Discussion - this is a yearly contract with the poll site.

3. A resolution authorizing the Chairman of the Board to renew a contract for poll site usage (Leonardsville Fire House, Brookfield Town Building, North Brookfield Fire House, New

Woodstock Free Library, Cazenovia High School, DeRuyter Town Building, Eaton Town Building, Fenner Town Hall, Georgetown Town Hall, Hamilton Public Library, Earlville Village Office, Poolville Community Center, Lebanon Town Office Building, New Life Church Cafe, Heritage Baptist Church, Madison Fire House, Erieville Fire House, Nelson Town Building, Smithfield Community Center, Stockbridge Town Building, Sullivan Veterans' Memorial Parks & Recreation Building, Sullivan Town office Building and Lenox Town Office Building) was unanimously approved on the motion of Cary and second of Reinhardt.

Discussion - this is a yearly contract with the poll sites.

Next Meeting - September 26, 2013 at 9 a.m.

The meeting was adjourned at 9 a.m. on the motion of Suits and second of Reinhardt.

Prepared by Suzanne Odell Sept. 9, 2013.

Amended to include all attendees, reflect votes and describe resolutions and respectfully submitted by Martha E. Conway Jan. 22, 2014.

Approved Jan. 22, 2014.

ADMINISTRATION & OVERSIGHT COMMITTEE

Thursday, October 31, 2013, Minutes

PRESENT: Chairwoman Priscilla Suits, Vice Chairman John A. Reinhardt and Supervisors Russell Cary and James V. Raffe, Sr.

ABSENT: Supervisor Scott Henderson

ALSO: County Administrator Mark Scimone

The meeting was called to order at 8:45 a.m. in the Supervisors Large Conference Room.

The minutes of the Oct. 8, 2013, meeting were unanimously approved on the motion of Vice Chairman John A. Reinhardt and second of Supervisor Russell Cary.

Supervisor James V. Raffe, Sr., joined the meeting at 8:50 a.m.

Resolutions:

A resolution waiving the rules for resolutions was unanimously approved on the motion of Reinhardt and second of Cary.

A resolution fixing the time and date to organize the board for 2014 was unanimously approved on the motion of Cary and second of Reinhardt.

A resolution fixing time for holding meetings during 2014 was unanimously approved on the motion of Reinhardt and second of Cary.

Discussion: Much discussion about moving the time of the regular monthly meetings for 2014 and it was decided to move this on to the full board for additional discussion and final decision.

The next meeting was tentatively set for November 19.

The meeting was adjourned at 8:55 a.m. on the motion of Raffe and second of Cary.

Respectfully submitted by Suzanne Odell on behalf of Chairwoman Suits; approved Nov. 12, 2013. Amended Jan. 22, 2014, by Martha Conway to reflect votes taken; to correct attendees; to include corrects spellings and titles.

Administration and Oversight Committee Meeting

Minutes February 20, 2014

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

ALSO: County Administrator Mark Scimone, Elections Commissioners Laura Costello and Lynne Jones, Personnel Director Eileen Zehr, Treasurer Cindy Edick and Purchasing Agent Cindy Urtz

Committee Chairman Scott Henderson called the meeting to order at 3:04 p.m. in the Supervisors Large Conference Room.

Minutes: The minutes of the Jan. 16, 2014, meeting were unanimously approved on the motion of Supervisor Daniel S. Degear and second of Committee Vice Chairman James V. Rafte.

Board of Elections: Elections Commissioners Laura Costello and Lynne Jones presented information on service contracts for the Board of Elections' voting machines. After discussion of the options available, the Committee voted unanimously to authorize the chairman to enter an agreement with Dominion Voting Systems (Option 3) on the motion of Degear and second of Rafte; the Committee made the unanimous action contingent upon 1) the contract's containing the County's standard cancellation language recommended by the County Attorney's Office received and reported by County Administrator Mark Scimone; and 2) Dominion Voting Systems providing a corrected sales order to go with the option agreed upon.

The Committee also voted unanimously to authorize a budget modification to cover the difference between the amount budgeted for the service contract and the amount of the actual contract.

Purchasing Agent: The Committee reviewed a draft position description for a full-time purchasing agent to replace Cindy Urtz upon her projected June retirement. The draft was based upon research compiled by Personnel Director Eileen Zehr from other municipalities.

Scimone said the centralized purchasing model will be good for consistency and reduce departmental workloads.

The Committee unanimously voted on the motion of Supervisor William Zupan and second of Supervisor Paul Walrod to move the proposed position description to the Government Operations Committee for consideration of creation of the position. The purchasing agent will report to Scimone and be overseen by the Administration & Oversight Committee.

Henderson said solid policies and procedures will be the firewall that allows the person in this position to deflect requests for unnecessary purchases and to do the best job for the County. Scimone said a review of the current and new systems is in order as the basis of creating solid purchasing protocol.

Zupan said it would be good to get somebody in place now and get them trained. Scimone said it would be good to get someone on board and let them have a voice in making policy; he said the position comes with a lot of responsibility.

Executive Session: The Committee voted unanimously on the motion of Degear and second of Walrod to enter executive session at 3:48 p.m. for the purpose of discussing matters

potentially leading to the dismissal of a particular individual.

The Committee voted unanimously to exit executive session on the motion of Rafté and second of Degear at 4:03 p.m.

P-Card Implementation and Policy: The Committee held general discussion of implementation of and policy development for usage of a credit-card like awards program that allows the County to earn rebates for using it to make purchases. Degear said policies would need to be developed and the proposed program should go before Government Operations.

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

Motion to Adjourn: The Committee adjourned at 4:24 p.m. on the motion of Supervisor Walrod and second of Zupan.

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

Scott Henderson, Chairman, Administration and Oversight Committee

RESOLUTION NO. 1

**AUTHORIZING THE CHAIRMAN TO ENTER INTO
AN AGREEMENT WITH PHOENIX GRAPHICS, INC. TO PURCHASE
OPTICAL SCAN BALLOTS**

WHEREAS, the Madison County Board of Elections will continually require optical scan ballots for the Dominion ImageCast voting system for each and every election run by the Madison County Board of Elections; and

WHEREAS, Phoenix Graphics, Inc. is a certified election ballot provider in New York State for Dominion Voting; and

WHEREAS, Phoenix Graphics, Inc. will provide ballots at a reduced cost provided that Madison County Board of Elections commit to a one year contract with three one year renewal options commencing with the 2013 election year; and

WHEREAS, the contract requires renewal for the year 2014.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors is hereby authorized to enter into the agreement with Phoenix Graphics, Inc. in the form as is on file with the Clerk of the Madison County Board of Supervisors.

Dated: April 8, 2014

Scott Henderson, Chairman
Administration and Oversight Committee

RESOLUTION NO. 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 FEDERAL GRANT

WHEREAS, New York State Board of Elections has received federal funds to distribute in accordance with the implementation of the 2002 Help America Vote Act (HAVA), and

WHEREAS, the Madison County Board of Elections has been allocated up to \$143,105.11 as part of the NYS Budget for FY 2011-2012, and

WHEREAS, these funds will provide reimbursement for eligible costs incurred during the implementation of the HAVA compliant voting system, referred to as the 'Shoebox' costs. This grant program is described as follows:

Awarding Agency: US Election Assistance Commission
Pass Thru. Agency: New York State Board of Elections
CFDA #: 90.401
Program Name: Help America Vote Act Requirements Payments
Grant Period: April 1, 2004 to March 31, 2016
Federal Funds: 100%
Grant Total: \$ 143,105.11

NOW, THEREFORE BE IT RESOLVED, that the Chairman be and hereby is authorized to execute grant contracts for the Madison County Board of Elections with the State Board of Elections, a copy of which is on file with the Clerk of the Board.

Dated: April 8, 2014

Scott Henderson, Chairman
Administration/Oversight Committee

John A Reinhardt, Chairman
Finance, Ways and Means Committee