

**MINUTES OF THE
ADMINISTRATIVE SERVICES COMMITTEE**

WEDNESDAY, NOVEMBER 10, 2010

At a meeting of the **Administrative Services Committee**, held Wednesday, November 10, 2010, in the Board Room, on the 9th Floor of the Administration Building, Mount Clemens, the following members were present:

Vosburg-Chair, Accavitti, Brown, Camphous-Peterson, Lampar, Sauger and Szczepanski.

Absent and excused were J. Flynn and Mijac.

Other Commissioners Also Present:

Carabelli, Rengert and Rocca.

There being a quorum of the committee present, Chair Vosburg called the meeting to order at 9:04 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

Chair Vosburg noted that the item from the Clerk's Office regarding replacement of televisions in the Jury Room was removed, but an additional item was added regarding publication of Macomb County services, phone numbers, etc. in the Yellow Pages.

MOTION

A motion was made by Szczepanski, supported by Sauger, to adopt the agenda, as amended. **The Motion Carried.**

MINUTES

MOTION

A motion was made by Szczepanski, supported by Camphous-Peterson, to approve the September 15, 2010 minutes of this committee, as written. **The Motion Carried.**

BACK SCANNING OF ELECTION RECORDS AND POSTING ON INTERNET

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY ACCAVITTI, SUPPORTED BY SZCZEPANSKI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE THE CLERK/REGISTER OF DEEDS TO PURCHASE SCANNING SERVICES FROM REX CORPORATION ENABLING THE CLERK TO INCREASE ACCESS TO ELECTION

RECORDS FROM 1838 TO THE PRESENT AND PROVIDE FOR THEIR PRESERVATION BY POSTING THEM ON THE INTERNET AT A COST NOT TO EXCEED \$3,740; FUNDS ARE AVAILABLE IN THE ELECTIONS REVOLVING FUND.

Carmella Sabaugh gave an overview.

The following commissioner spoke: Brown.

Chair Vosburg called for a vote on the motion and **THE MOTION CARRIED.**

PURCHASE OF IDENTIPHOTO 400CW CARD SYSTEM FOR IMPROVEMENT OF CONCEALED WEAPONS PERMIT PROCESS AND AUTHORIZE ACCEPTANCE OF PHOTO FEES AUTHORIZED BY CONCEALED WEAPONS LICENSING BOARD

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY CAMPHOUS-PETERSON, SUPPORTED BY SZCZEPANSKI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS IMPROVE THE CONCEALED WEAPONS PERMIT PROCESS FOR THOUSANDS OF MACOMB COUNTY RESIDENTS PER YEAR BY AUTHORIZING THE CLERK/REGISTER OF DEEDS TO PURCHASE AN IDENTIPHOTO 400CCW CARD SYSTEM AT AN INITIAL COST NOT TO EXCEED \$8,009 AND AN ANNUAL COST OF \$6,000 FROM IDENTIPHOTO COMPANY LTD; FUNDS FOR THE INITIAL COST ARE AVAILABLE IN THE CLERK'S SPECIAL PROJECTS ACCOUNT AND FUNDS FOR THE ANNUAL COST ARE AVAILABLE IN THE CLERK'S SUPPLIES ACCOUNT ANNUALLY STARTING IN 2011; FURTHER, AUTHORIZE THE CLERK/REGISTER OF DEEDS TO ACCEPT ANY PHOTO FEES AUTHORIZED BY THE CONCEALED WEAPONS LICENSING BOARD AND AUTHORIZE THE CLERK TO DEPOSIT SUCH FEES IN A NEW CLERK'S OFFICE ACCOUNT CALLED THE VITAL RECORDS TECHNOLOGY FUND TO BE DEDICATED TO IMPROVING CUSTOMER SERVICE THROUGH THE APPLICATION OF TECHNOLOGY. **THE MOTION CARRIED.**

INSTALLATION OF COMPUTER MONITORS IN VITAL RECORDS, COURT AND ELECTION LOBBIES

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY BROWN, SUPPORTED BY ACCAVITTI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE THE CLERK/REGISTER OF DEEDS TO IMPROVE CUSTOMER SERVICE BY PROMOTING SELF-SERVICE IN THE CLERK'S VITAL RECORDS, COURT AND ELECTIONS LOBBIES THROUGH THE PURCHASE AND INSTALLATION OF LARGE COMPUTER MONITORS FROM ABC WAREHOUSE AT A COST NOT TO EXCEED \$3,072; FUNDS ARE AVAILABLE IN THE CLERK'S DATA PROCESSING ACCOUNT (\$2,559) AND OFFICE SUPPLIES ACCOUNT (\$513).

The following commissioner spoke: Szczepanski.

Chair Vosburg called for a vote on the motion and **THE MOTION CARRIED.**

**PUBLICATION OF MACOMB COUNTY SERVICES AND PHONE NUMBERS,
COUNTY LOGO AND ARTWORK IN THE 2011 AT&T YELLOW PAGES, GRANT
PERMISSION TO AT&T YELLOW PAGES TO USE DESIGNATION “OFFICIAL
YELLOW PAGES OF MACOMB COUNTY” AND APPROVE CONTINUATION
OF ADVERTISING CONTRACT**

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY LAMPAR, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE PUBLICATION OF MACOMB COUNTY SERVICES AND PHONE NUMBERS, COUNTY LOGO AND ARTWORK IN THE 2011 AT&T YELLOW PAGES AT NO COST TO MACOMB COUNTY AND GRANT PERMISSION TO THE AT&T YELLOW PAGES TO USE THE DESIGNATION “OFFICIAL YELLOW PAGES OF MACOMB COUNTY; FURTHER, APPROVE CONTINUATION OF THE ADVERTISING CONTRACT AT \$255.50 PER MONTH. **THE MOTION CARRIED.**

ADJOURNMENT

MOTION

A motion was made by Camphous-Peterson, supported by Lampar, to adjourn the meeting at 9:09 a.m. **The Motion Carried.**

**Corinne Bedard
Committee Reporter**