

**MINUTES OF THE
ADMINISTRATIVE SERVICES COMMITTEE**

WEDNESDAY, JUNE 16, 2010

At a meeting of the **Administrative Services Committee**, held Wednesday, June 16, 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, J. Flynn, Lampar, Mijac, Sauger and Szczepanski.

There being a quorum of the committee present, Chair Vosburg called the meeting to order at 9:07 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

MOTION

A motion was made by Camphous-Peterson, supported by Lampar, to adopt the agenda, as presented. **The Motion Carried.**

MINUTES

MOTION

A motion was made by Accavitti, supported by J. Flynn, to approve the May 12, 2010 minutes of this committee, as written. **The Motion Carried.**

REPLACEMENT OF SHELVING SYSTEM IN CLERK'S FILE ROOM-CIRCUIT COURT BUILDING

Clerk Carmella Sabaugh and Lynn Brown, Supervisor of Records, provided an overview of the problems they have experienced and the need for this replacement.

The following commissioners spoke: Camphous-Peterson, Accavitti and J. Flynn.

MOTION

A motion was made by Szczepanski, supported by J. Flynn, to authorize the County Clerk to replace the broken shelving system in the first floor Clerk's File Room of the Circuit Court Building using the County's vendor, Mayline Group, at a cost not to exceed \$83,170.57, as recommended by the Purchasing Department, and forward to the Budget Committee.

The following commissioners spoke: Szczepanski and Sauger.

Chair Vosburg called for a vote on the motion and **The Motion Carried.**

AUTHORIZE CLERK/REGISTER OF DEEDS TO WORK WITH PURCHASING AND INFORMATION TECHNOLOGY DEPARTMENTS RE: REQUEST FOR PROPOSALS TO REVOLUTIONIZE THE VITAL RECORDS PROCESS

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY CAMPHOUS-PETERSON, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE THE CLERK/REGISTER OF DEEDS TO WORK WITH THE PURCHASING AND INFORMATION TECHNOLOGY DEPARTMENTS AND ASK FOR A REQUEST FOR PROPOSAL (RFP) TO REVOLUTIONIZE THE VITAL RECORDS PROCESS BY PROVIDING A SYSTEM TO ENABLE CUSTOMERS TO APPLY FOR VITAL RECORDS ONLINE AND ENABLE CLERK STAFF TO IMPORT THAT DATA DIRECTLY INTO THE VITAL RECORDS SYSTEM, ELIMINATING DATA ENTRY AND IMPROVING EFFICIENCY BY PROVIDING THE CLERK A WAY TO PROCESS MORE REQUESTS PER EMPLOYEE. **THE MOTION CARRIED.**

REPORT ON PLACEMENT OF COUNTY’S GENERAL LIABILITY, PROPERTY, FIDUCIARY AND CRIME POLICIES

MOTION

A motion was made by Camphous-Peterson, supported by Sauger, to receive and file the report on the placement of the County’s General Liability, Property, Fiduciary and Crime Policies with the selected carriers beginning July 1, 2010 through June 30, 2011.

John Anderson stated that after an extensive marketing effort by the County’s insurance broker and himself, they received a favorable renewal with a 12 percent reduction in premiums from 2009 and an approximate savings of \$72,000. He said the coverages are the same, with the exception of moving the property coverage from Affiliated FM to Travelers.

The following commissioners spoke: J. Flynn, Sauger and Lampar.

Chair Vosburg called for a vote on the motion and **The Motion Carried.**

ADJOURNMENT

MOTION

A motion was made by Brown, supported by Lampar, to adjourn the meeting at 9:27 a.m. **The Motion Carried.**