

**MINUTES OF THE  
ADMINISTRATIVE SERVICES COMMITTEE**

**WEDNESDAY, MAY 12, 2010**

At a meeting of the **Administrative Services Committee**, held Wednesday, May 12, 2010, in the Board Room, on the 9<sup>th</sup> 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 9:02 a.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

Chair Vosburg requested the addition of a resolution for Ilah Naldrett Popiel's 90<sup>th</sup> birthday.

**MOTION**

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

**MINUTES**

**MOTION**

A motion was made by Camphous-Peterson, supported by Lampar, to approve the April 21, 2010 minutes of this committee, as written. **The Motion Carried.**

**DISCUSSION AND PRESENTATION RE: CLERK/REGISTER OF DEEDS SHELVING UNIT MALFUNCTION, REPAIR HISTORY AND FORMATION OF A WORK GROUP TO DISCUSS REPAIR OPTIONS OR ALTERNATIVE SOLUTIONS**

Todd Schmitz, Chief Deputy Clerk, and Lynn Brown, Supervisor of Records, spoke about some of the problems they are experiencing. Mr. Schmitz said it is their intent to put together a work group to find solutions to bring back to committee.

**MOTION**

A motion was made by Camphous-Peterson, supported by Szczepanski, to receive and file the report provided by Mr. Schmitz and Ms. Brown. **The Motion Carried.**

**DEMONSTRATION BY CLERK/REGISTER OF DEEDS OF AN E-COMMERCE  
AND WEB PAYMENT PILOT PROJECT**

Todd Schmitz, Chief Deputy Clerk, and Aaron Johnson, Supervisor of Records-Vital Records, provided an overview.

**MOTION**

A motion was made by Camphous-Peterson, supported by J. Flynn, to receive and file the report provided by Mr. Schmitz and Mr. Johnson.

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

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

**REPORT AND DEMONSTRATION FROM WORK GROUP ON GOVERNMENT  
FINANCIAL TRANSPARENCY**

Tom Gaeschke, Finance Department, and Annette Thompson, Information Technology Department, gave an overview of the financial reports and documents available on the Finance Department's web pages.

**MOTION**

A motion was made by Camphous-Peterson, supported by J. Flynn, to receive and file the report by Mr. Gaeschke and Ms. Thompson.

Commissioner Brown felt the presentation needs to be made to the Budget Committee.

That was accepted as a friendly amendment by the maker and supporter.

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

**ADOPT RESOLUTION COMMENDING ILAH NALDRETT POPIEL – 90<sup>TH</sup> BIRTHDAY  
(OFFERED BY VOSBURG)**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY CAMPHOUS-PETERSON, SUPPORTED BY BROWN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS ADOPT A RESOLUTION COMMENDING ILAH NALDRETT POPIEL – 90<sup>TH</sup> BIRTHDAY. **THE MOTION CARRIED.**

**ADJOURNMENT**

**MOTION**

A motion was made by Camphous-Peterson, supported by Brown, to adjourn the meeting at 9:37 a.m. **The Motion Carried.**

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**Corinne Bedard**  
**Committee Reporter**