

**MINUTES OF THE
ADMINISTRATIVE SERVICES COMMITTEE**

WEDNESDAY, AUGUST 11, 2010

At a meeting of the **Administrative Services Committee**, held Wednesday, August 11, 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 and Sauger.

Absent and excused was Szczepanski.

Other Commissioners Also Present:

Carabelli

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 J. Flynn, to adopt the agenda, as presented. **The Motion Carried.**

MINUTES

MOTION

A motion was made by Accavitti, supported by Mijac, to approve the July 14, 2010 minutes of this committee, as written. **The Motion Carried.**

APPROVE CLERK/REGISTER OF DEEDS' PLAN RE: 2011 BUDGET CUTS

MOTION

A motion was made by J. Flynn, supported by Mijac, to approve and forward to the Budget Committee the Clerk/Register of Deeds plan to cut more than required by the Board of Commissioners in the 2011 budget by cutting \$201,025 from the Clerk/Register of Deeds 2011 budget through the elimination of the following positions effective January 1, 2011: one Supervisor of Records, two Judicial Court Clerks, one Typist Clerk I/II and two part-time Co-op Clerks for total position-elimination cuts in the 2011 Clerk/Register of Deeds budget of \$201,025 plus position-elimination cuts in the 2011 "Circuit Court" budget target category of \$65,211, and

adjust revenue accounts in the Clerk/Register of Deeds 2011 budget to reflect \$59,500 less revenue anticipated for 2011, included in the \$201,025 figure, as detailed in the resolution background information. All remaining Clerk/Register of Deeds budgeted positions that are vacant or that become vacant are immediately reconfirmed. The Clerk/Register of Deeds is authorized to immediately fill any current and upcoming vacancies in the remaining budgeted positions through December 31, 2011; the Human Resources Department shall give high priority to filling, posting, waiving and all other parts of the process for all present and future Clerk/Register of Deeds vacancies through December 31, 2011 and shall consolidate multiple "trickle down" vacancies instead of processing each in two-week increments, or shall accomplish high priority processing through some other appropriate method, while complying with all requirements in labor agreements; the savings from the 2011 elimination of one of the two Judicial Court eliminations in the amount of \$65,211 shall be applied to the 2011 targeted budget cuts required for the "Circuit Court" category, and generate 2010 savings of \$21,712 in the Clerk/Register of Deeds budget.

Carmella Sabaugh and Todd Schmitz provided an overview of their plan.

The following commissioners spoke: Carabelli, Brown, Vosburg and J. Flynn.

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

APPROVE AMENDMENT TO BOARD POLICY FOR INCREASE IN COST OF RESOLUTIONS

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY J. FLYNN, SUPPORTED BY SAUGER, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE AN AMENDMENT TO THE BOARD POLICY FOR RESOLUTIONS REQUESTED BY A COMMISSIONER TO INCREASE THE COST FROM \$7.75 TO \$23 FOR EACH RESOLUTION REQUESTED BY A COMMISSIONER AFTER THEIR ANNUAL ALLOTMENT OF SIX.

The following commissioner spoke: Camphous-Peterson.

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

ADJOURNMENT

MOTION

A motion was made by Camphous-Peterson, supported by Lampar, to adjourn the meeting at 9:24 a.m. **The Motion Carried.**