

**MINUTES OF THE
ADMINISTRATIVE SERVICES COMMITTEE
WEDNESDAY, DECEMBER 8, 2010**

At a meeting of the **Administrative Services Committee**, held Wednesday, December 8, 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,
Sauger, Szczepanski and Gielegem (ex-officio).

Absent and excused was Mijac.

Other Commissioners Also Present:

Carabelli

There being a quorum of the committee present, Chair Vosburg called the meeting to order at 9:09 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

Chair Vosburg requested an additional item from the Clerk's Office: to approve the continuation of the contract for the Vital Records System; the resolution was distributed.

MOTION

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

MINUTES

MOTION

A motion was made by Brown, supported by J. Flynn, to approve the November 10, 2010 minutes of this committee, as written. **The Motion Carried.**

CREATION OF FASTPASS SYSTEM FOR CLERK/REGISTER OF DEEDS

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SAUGER, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE THE COUNTY CLERK TO CREATE A FASTPASS SYSTEM TO ENABLE CUSTOMERS TO SCHEDULE APPOINTMENTS TO RECEIVE CLERK SERVICES, AND EVEN PREPAY, REDUCING WAIT TIMES AND

SHIFTING THE DELIVERY OF SERVICE FROM PEAK DEMAND TIMES TO NON-PEAK DEMAND TIMES, SO THAT THE CLERK MAY EFFICIENTLY SERVE CUSTOMERS, DESPITE STAFF CUTS, BY PURCHASING PROFESSIONAL SERVICES TO CREATE AN ONLINE APPOINTMENT DATABASE WITH LOBBY CHECK-IN MODULE FROM DGC INTERACTIVE LLC AT A ONE TIME COST OF \$3,946; FUNDS ARE AVAILABLE IN THE CLERK'S PRINTING ACCOUNT (10121501 – 90101). **THE MOTION CARRIED.**

PURCHASE OF JURY ROOM SELF-SERVICE SYSTEM

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY J. FLYNN, SUPPORTED BY SAUGER, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE THE COUNTY CLERK TO IMPROVE JURY SERVICE BY PURCHASING A NEW JURY SYSTEM TO ALLOW JURORS TO COMPLETE JUROR QUESTIONNAIRES ONLINE, AUTOMATICALLY SCAN AND TRIAGE JUROR RESPONSES, ALLOW TOUCH-TONE TELEPHONE JUROR RESPONSES, PROVIDE FOR AUTOMATED JUROR EXCUSALS UNDER APPROPRIATE CIRCUMSTANCES, AND ALLOW MORE JUROR SELF-SERVICE WHILE ACCOMMODATING RECENT CLERK STAFF REDUCTIONS FROM COURTHOUSE TECHNOLOGIES AT A COST IN 2011 OF \$142,780.50 AND ANNUAL COSTS OF \$107,805 BEGINNING IN 2012; FUNDS ARE AVAILABLE FOR 2011 FROM THE JURY ROOM BUDGET (\$67,000 FROM 10116601), NEW REVENUE FROM CCW PHOTOS (\$58,000 ANNUALLY FROM 10121501 – 60777) AND FROM THE CLERK'S 2011 SPECIAL PROJECTS ACCOUNT (\$17,780.50 FROM 10121501 – 72607). BEGINNING 2012 AND ANNUALLY THEREAFTER, FUNDS ARE AVAILABLE IN THE JURY ROOM BUDGET (\$67,000 FROM 10116601) AND THE ADDITIONAL REVENUE FROM CCW PHOTOS (\$40,805 FROM 10121501 – 60777). FURTHER, INCREASE THE CCW PHOTO REVENUE ACCOUNT (10121501 – 60777) BY \$58,000 ANNUALLY STARTING IN 2011. **THE MOTION CARRIED.**

FUNDING FOR ACCOUNT CLERK IV IN REGISTER OF DEEDS

MOTION

A motion was made by Szczepanski, supported by Sauger, to approve and forward to the Budget Committee shifting the funding source for 50% of the annual salary, fringe benefits and associated costs of a Register of Deeds Account Clerk IV from the Register of Deeds Remonumentation Program to the Register of Deeds Automation Fund at an annual cost not to exceed \$19,218.50 and shifting the funding source for annual supplies, postage, printing, maintenance agreements and telephone service as listed in the attached documentation at a current cost of \$2,680 from the Remonumentation Program to the Automation Fund; funds are available in the Macomb County Register of Deeds Automation Fund, which is funded through recording fees and by state law is required to be used solely to improve the Register of Deeds Office. **The Motion Carried.**

APPROVE CONTRACT FOR CONTINUATION OF VITAL RECORDS SYSTEM

The following commissioner spoke: J. Flynn.

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY SAUGER, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE CONTRACT BETWEEN THE MACOMB COUNTY CLERK/REGISTER OF DEEDS AND ACS ENTERPRISE SOLUTIONS, INC. TO CONTINUE THE VITAL RECORDS SYSTEM AT A 10 PERCENT REDUCTION IN COST, WITH TOTAL COST NOT TO EXCEED \$325,000 OVER FIVE YEARS, CONTINGENT ON REVIEW OF THE CONTRACT BY CORPORATION COUNSEL AND ACCEPTANCE OF ANY MODIFICATIONS SUGGESTED BY CORPORATION COUNSEL; FUNDING IS AVAILABLE IN THE CLERK'S INDEXING SERVICES ACCOUNT 10121501-92115. **THE MOTION CARRIED.**

ADJOURNMENT

Chair Vosburg adjourned the meeting at 9:16 a.m.

Corinne Bedard
Committee Reporter