

**MINUTES OF THE  
ADMINISTRATIVE SERVICES COMMITTEE  
WEDNESDAY, DECEMBER 9, 2009**

At a meeting of the **Administrative Services Committee**, held Wednesday, December 9, 2009, 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.

**Other Commissioners Also Present:**

Rengert and Rocca.

There being a quorum of the committee present, Chair Vosburg called the meeting to order at 9:02 am.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

Chair Vosburg requested the addition of an agenda item: approve two-year extension of the Hartford contract.

**MOTION**

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

**MINUTES**

**MOTION**

A motion was made by Camphous-Peterson, supported by Accavitti, to approve the November 4, 2009 minutes of this committee, as written. **The Motion Carried.**

**RESULTS OF OCCUPATIONAL HEALTH SERVICES RFP**

John Anderson provided an overview of the bid results and recommended continuation of services with the two current companies.

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY LAMPAR, SUPPORTED BY SZCZEPANSKI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS CONCUR WITH THE RECOMMENDATION OF JOHN ANDERSON, DIRECTOR OF RISK MANAGEMENT, FRANK KRYCIA, ASSISTANT CORPORATION COUNSEL, AND STEPHANIE DOBSON, HUMAN RESOURCES COORDINATOR, THE “REVIEW PANEL,” IN CONFIRMING THE SELECTIONS OF CONCENTRA OCCUPATIONAL HEALTH CENTERS AND HENRY FORD MACOMB HOSPITAL TO PROVIDE OCCUPATIONAL HEALTH SERVICES TO MACOMB COUNTY FOR THREE FULL YEARS BEGINNING JANUARY 1, 2010 AND ENDING DECEMBER 31, 2012. **THE MOTION CARRIED.**

**APPROVE TWO-YEAR EXTENSION OF HARTFORD CONTRACT**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY CAMPHOUS-PETERSON, SUPPORTED BY MIJAC, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS CONCUR WITH THE RECOMMENDATION OF THE DIRECTOR OF RISK MANAGEMENT AND APPROVE A TWO-YEAR EXTENSION OF THE HARTFORD CONTRACT FOR LONG-TERM DISABILITY, SUPPLEMENTAL EMPLOYEE LIFE INSURANCE, BASIC LIFE INSURANCE AND BASIC ADD. **THE MOTION CARRIED.**

**SCANNING AND INDEXING OF BOARD OF COMMISSIONERS MINUTES FOR POSTING ON THE INTERNET**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY CAMPHOUS-PETERSON, SUPPORTED BY SAUGER, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS IMPROVE SERVICE BY ENABLING THE CLERK/REGISTER OF DEEDS TO SCAN AND INDEX MACOMB COUNTY BOARD OF COMMISSIONERS MEETING MINUTES AND RESOLUTIONS FROM 1924 THROUGH APRIL 2000 FOR PLACEMENT ON THE INTERNET BY AUTHORIZING THE COUNTY CLERK/REGISTER OF DEEDS TO CONTRACT WITH DIGITAL SCIENCE GROUP, LLC TO SCAN AND USE OPTICAL CHARACTER RECOGNITION ON THE DOCUMENTS AT A COST NOT TO EXCEED \$1,843.25; FUNDS ARE AVAILABLE IN THE CLERK’S SPECIAL PROJECTS ACCOUNT.

The following commissioners spoke: Szczepanski, Camphous-Peterson and Sauger.

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

## **CAMPAIGN FINANCE SYSTEM MAINTENANCE AND UPDATES**

### **COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS PROVIDE IMPROVEMENTS AND ROUTINE MAINTENANCE ON THE COMPUTERIZED CAMPAIGN FINANCE SYSTEM TO ENABLE THE CLERK TO AUTOMATE SOME CAMPAIGN FINANCE FUNCTIONS AS DETAILED IN THE BACKGROUND INFORMATION AND AUTHORIZE THE CLERK TO HIRE CONSULTING ENGINEERING ASSOCIATES, INC. THE CAMPAIGN FINANCE SYSTEM VENDOR PREVIOUSLY SELECTED FROM COMPETITIVE BIDS, AT A COST NOT TO EXCEED \$11,025; FUNDING IS AVAILABLE IN THE CLERK'S SPECIAL PROJECTS ACCOUNT (\$4,580.54) AND THE CLERK'S SUPPLY ACCOUNTS (\$803) AND (\$5,641.46). **THE MOTION CARRIED.**

## **IMPROVEMENT OF CAMPAIGN FINANCE TRACKING AND DISCLOSURE**

### **COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY ACCAVITTI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS IMPROVE CAMPAIGN FINANCE TRACKING AND DISCLOSURE BY AUTHORIZING THE CLERK/REGISTER OF DEEDS TO CONTRACT WITH CONSULTING ENGINEERING ASSOCIATES, INC. TO IMPLEMENT AN ONLINE DONOR DISCLOSURE MODULE IN THE CAMPAIGN FINANCE SYSTEM, WHICH WOULD DISCLOSE TO THE PUBLIC ALL COUNTY AND LOCAL INDIVIDUAL CAMPAIGN COMMITTEE DONORS, ENABLING ON THE COUNTY AND LOCAL LEVEL THE SAME KIND OF PUBLIC DISCLOSURE, TRACKING AND ACCOUNTABILITY THAT IS ALREADY AVAILABLE FOR FEDERAL AND STATE CAMPAIGN COMMITTEES AT A COST NOT TO EXCEED \$19,050, FUNDS ARE AVAILABLE IN THE CLERK'S DATA PROCESSING ACCOUNT; FURTHER, TO CREATE AN ANNUAL ELECTIONS DATA ENTRY FUND AT \$2,144.31 TO MAINTAIN THIS SYSTEM WITH FUNDS AVAILABLE THROUGH THE ELIMINATION OF CO-OPS IN A RESOLUTION PASSED BY THE BOARD ON NOVEMBER 24, 2009.

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

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

## **REAUTHORIZATION OF EXTRA HIRES/CLERK/REGISTER OF DEEDS**

### **MOTION**

A motion was made by Brown, supported by Sauger, to approve and forward to the Budget Committee to reauthorize the Clerk/Register of Deeds to continue the fight against real estate fraud by retaining up to five "extra hire" employees to maintain the electronic entry book, required by law, at a cost not to exceed \$135,000; funds are available in the Register of Deeds Automation Fund, which is funded from recording fees and may only be spent on Register of Deeds improvements. **The Motion Carried.**

**NEW BUSINESS**

Commissioner Brown provided a report on his recent economic development trip to China.

**ADJOURNMENT**

Chair Vosburg adjourned the meeting at 9:32 a.m.

---

**Corinne Bedard  
Committee Reporter**