

**MINUTES OF THE
GOVERNMENT OPERATIONS COMMITTEE**

MONDAY, APRIL 8, 2013

At a meeting of the **Government Operations Committee**, held Monday, April 8, 2013, in the Board Room, on the 9th Floor of the Administration Building, Mount Clemens, the following members were present:

Tocco-Chair, Flynn-Vice-Chair, Boyle, Brown, Carabelli, Klinefelt, Mijac,
Miller, Mocerri, Sabatini, Sauger, Smith and Vosburg.

There being a quorum of the committee present, Chair Tocco called the meeting to order at 12:04 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

Chair Tocco stated that two additional budget amendment resolutions for the Clerk's Office were distributed and are being requested by the Office of County Executive to be added to the agenda.

MOTION

A motion was made by Brown, supported by Carabelli, to adopt the agenda, as amended. **The Motion Carried.**

MINUTES

MOTION

A motion was made by Smith, supported by Carabelli, to approve the March 11, 2013 minutes of this committee, as written. **The Motion Carried.**

PUBLIC PARTICIPATION

Honorable John Foster, Chief Circuit Court Judge

INTERVIEW OF CANDIDATES FOR BOARDS & COMMISSIONS APPOINTMENTS

Jury Commission

Lenore Trammel was present.

APPOINTMENTS

Jury Commission

COMMITTEE RECOMMENDATION – MOTION

A motion was made by Carabelli, supported by Miller, to recommend that the Board of Commissioners concur in the recommendation of the 16th Judicial Circuit Court Bench and approve the appointment of Lenore Trammel to the Jury Commission for a six year term beginning June 1, 2013 to May 31, 2019; Further, a copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive. **THE MOTION CARRIED.**

APPROVE CONTRACT WITH BELLANCA LaBARGE, P.C./CLERK/REGISTER OF DEEDS

Carmella Sabaugh introduced Russ LaBarge, Jake LaBarge and Pat Swick, representatives from the law firm who will be handling this.

The following commissioners spoke: Klinefelt and Carabelli.

MOTION

A motion was made by Sauger, supported by Mijac, to forward to the Finance Committee a recommendation to authorize the Clerk/Register of Deeds to enter into a professional services contract with Bellanca LaBarge, PC, to develop and implement the recommended processes, agreements and policies needed to establish a tract index in the Office of the Macomb County Register of Deeds at a cost not to exceed \$214,000 over two years; funds are available in the Register of Deeds Automation Fund #27023601, the use of which is restricted by state law to automation and technology improvements in the Office of the Register of Deeds; Further, authorize the transfer in this fund of \$214,000 from New Equipment 97002 to Contract Services – Professional 80142 with any remaining funds carried over each budget year for use during this two-year contract. **The Motion Carried.**

APPROVE CONTRACT WITH ACS ENTERPRISE SOLUTIONS, LLC, FOR COMPUTER INDEX IMPROVEMENTS OF TAX ID NUMBERS AND ADDRESSES/CLERK/REGISTER OF DEEDS

MOTION

A motion was made by Vosburg, supported by Brown, to forward to the Finance Committee a recommendation to approve the Register of Deeds contract with ACS Enterprise Solutions, LLC for computer index improvements of tax ID numbers and addresses at a rate of \$150 per hour for 275 hours at a total cost not to exceed \$41,250; funds are available in the Register of Deeds Technology Fund 27023601, which is restricted to Register of Deeds improvements. **The Motion Carried.**

**APPROVE CONTRACT WITH ACS ENTERPRISE SOLUTIONS, LLC, FOR
COMPUTER INDEX IMPROVEMENTS OF NAME FIELD STANDARDIZATION/
CLERK/REGISTER OF DEEDS**

MOTION

A motion was made by Miller, supported by Smith, to forward to the Finance Committee a recommendation to approve the Register of Deeds contract with ACS Enterprise Solutions, LLC for computer index improvements of name field standardization for 2.2 million documents at a cost of \$0.44 per document for a total cost not to exceed \$488,750 per year for two years for a total two-year contract price not to exceed \$977,500; funds are available in the Register of Deeds Technology Fund 27023601, which is restricted to Register of Deeds improvements. **The Motion Carried.**

BUDGET AMENDMENT/CLERK/REGISTER OF DEEDS

MOTION

A motion was made by Miller, supported by Carabelli, to forward to the Finance Committee a recommendation to authorize a budget amendment in the amount of \$35,200 to provide funding that will allow the Clerk/Register of Deeds to hire two temporary workers for up to six months and purchase the counter in the lobby of the Courthouse; the budget amendment will be budget neutral by increasing charges for service revenue by \$35,200, with a corresponding increase in expenses of \$35,200 (Salaries and Wages \$25,160 + Fringe Benefits \$2,040 + New Equipment \$8,000); Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately. **The Motion Carried.**

**BUDGET AMENDMENT/CLERK'S OFFICE/REGISTER OF DEEDS/AUTOMATION
FUND-CONTRACT SERVICES**

The following commissioner spoke: Carabelli.

MOTION

A motion was made by Miller, supported by Carabelli, to forward to the Finance Committee a recommendation to authorize a budget amendment to increase the Register of Deeds Automation Fund – Contract Services (27023601 – 80128) by \$41,250 to be balanced with a corresponding increase to the Automation Fund fund balance (27023601 – 69905); Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately. **The Motion Carried.**

**BUDGET AMENDMENT/CLERK'S OFFICE/REGISTER OF DEEDS/AUTOMATION
FUND-CONTRACT SERVICES**

MOTION

A motion was made by Brown, supported by Mocerri, to forward to the Finance Committee a recommendation to authorize a budget amendment to increase the Register of Deeds Automation Fund – Contract Services (27023601 – 80128) by \$488,750, for each of the years 2013 and 2014, for a total two-year adjustment of \$977,500 with any additional funds carried over each year to be used through the term of the two-year contract, to be balanced with a corresponding increase to the Automation Fund fund balance (27023601 – 69905); Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately. **The Motion Carried.**

MONTHLY REPORT FROM CORPORATION COUNSEL

Frank Krycia reported on the activities of their office over the last month relative to the Board of Commissioners and provided an update on litigation.

The following commissioners spoke: Carabelli, Brown, Klinefelt and Vosburg.

MOTION

A motion was made by Carabelli, supported by Sabatini, to receive and file the report from Corporation Counsel. **The Motion Carried.**

**REVIEW OF FORMAT FOR FUTURE CORPORATION COUNSEL MONTHLY
REPORTS**

Chair Tocco stated that a memorandum from George Brumbaugh was provided responding to the request for additional information on pending litigation.

The following commissioners spoke: Flynn and Brown.

Commissioner Brown requested that an accumulative report be provided quarterly on pending litigation and include the department involved.

COMMITTEE RECOMMENDATION – MOTION

A motion was made by Sauger, supported by Miller, to recommend that the Board of Commissioners approve the proposed format for future Corporation Counsel monthly reports, with an accumulative report on pending litigation and the department involved to be provided quarterly; Further, a copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive. **THE MOTION CARRIED.**

DISCUSSION OF STANDARDIZED PROCESS FOR CONTRACT REVIEW

The following commissioners spoke: Brown, Flynn, Klinefelt and Vosburg.

Chair Tocco stated that she will continue to discuss this with Independent Counsel and possibly have them attend a future meeting.

ADJOURNMENT

MOTION

A motion was made by Miller, supported by Vosburg, to adjourn the meeting at 12:44 p.m. **The Motion Carried.**



Corinne Bedard
Committee Reporter