

Government Review & Efficiency Committee Minutes
May 4, 2022 – 2:30 p.m.

Present: Chairman John Lant; Committee Members Phil Barrett, Diana Edwards and Mark Hammond; Steve Bulger, Ridge Harris, Matt Rose, Christine Rush, County Administrator; Michael Hartnett, County Attorney; Charles Foehser, County Clerk; Andrew Jarosh, Treasurer.

Chairman Lant called the meeting to order and welcomed all in attendance.

On a motion made by Mrs. Edwards, seconded by Mr. Hammond, the minutes of the February 2, 2022 meeting were approved unanimously.

A motion was made by Mr. Hammond, seconded by Mrs. Edwards, to authorize an amendment to the County Policy on Budget Transfers. Unanimous.

Mr. Bulger said that currently the County Administrator has to get a resolution at the end of the year to move money between funds to reconcile everything and this change will allow the Administrator's office to move money in between departments within the same fund and can also cover any budget shortfall in a particular department. This was a recommendation that came out of last year's budget process which will allow for improved accuracy and transparency for budget preparations and will eliminate extra work.

A motion was made by Mr. Hammond, seconded by Mrs. Edwards, to approve an amendment to Local Law 1 of 1950 and setting a public hearing. Unanimous.

Mr. Bulger said Local Law 1 of 1950 is the original legislation that governs our budget process and anytime they change the budget policy they have to amend the local law and have a public hearing. The change being requested is to adjust the filing date of the tentative budget from October 15 to November 15 to allow for the Real Property Tax agency to finalize tax levy amounts which will in turn give the Board the most accurate property tax number in the budget.

A motion was made by Mr. Hammond, seconded by Mrs. Edwards, to authorize an amendment to the County Operating Budget Procedure. Unanimous.

Mr. Bulger said that there are a couple of changes being made: changing the filing date from October 15 to November 15; removing the reference to resolution 1-2021 as that resolution has been rescinded; creating a subsection clarifying the need for contracts when appropriations are in the budget; changing the Capital Budget Plan from a six year plan to a five year plan to be more consistent with industry standards; amending the Long Range Capital Planning Committee membership to remove the chair of the Technology & Resiliency committee as that committee no longer exists; and removing staff members from the Long Range Capital Planning Committee and replacing them with elected officials.

A motion was made by Mr. Hammond, seconded by Mrs. Edwards, to authorize an amendment to the County Purchasing Procedures Policy. Unanimous.

Mr. Bulger said there are five changes being made to this Policy; the first allows a sole source vendor to self-certify for a renewal instead of having County staff go through the entire process over again; the second says Department Heads shall regularly review and document vendor performance; the third allows potential vendors to submit using electronic bids; the fourth change allows for electronic signatures; and the last adds software maintenance. Mrs. Edwards asked how long it will take to implement the electronic signatures and Mr. Hartnett said they need a Board resolution to authorize acceptance and once they have that it will be almost instantaneous.

On a motion made by Mr. Hammond, seconded by Mrs. Edwards, the meeting was adjourned unanimously.

Respectfully submitted,
Bridget Rider
Deputy Clerk of the Board