

**SPECIAL COMMITTEE ON INTERNAL CONTROLS  
AND PROCEDURES LEGISLATION  
MINUTES: July 9, 2008**

**MEMBERS:** Chair: Jenkins; Legislators: Burton, Oros,  
Harckham, Burrows

**IN ATTENDANCE:** **CE:** B. Randolph; **BOL:** S. Bass, B. Boland, O.  
Rhodes, L. Goldstein, R. Pezzullo, S. Schecter, K.  
Delgado, A. Ettore, R Indelicatto, S. Kirkpatrick, V.  
Cristiano; **GUESTS:** B. Strauss; **Press:** J.  
Fitzgibbon (J. News)

With a quorum present, the Special Committee on Internal Controls and Procedures was called to order at 1:17 p.m.

(Oros, Harckham) move the minutes of June 18, 2009. Motion passed 5-0.

Chairman Jenkins reported that the New York State Comptroller Division of State Government Accountability 2007 Multi Agency Small Dollar Purchases Report was distributed to committee members. Amongst many other things the report recommends use of a purchase card.

The chair also mentioned it was discovered the county has a policy which prohibits taking equipment and furniture which is being thrown away.

A report was completed in December 2001 for the Board of Legislators which addresses management and staffing issues. The report will be distributed to everyone.

Legislator Harckham requested a list of all items submitted to the committee.

It was agreed that an improved inventory procedure will be one of the recommendations. Mr. Boland talked about past and current policies and procedures for purchases.

Chairman Jenkins stated that a copy of the NYSAC contract will be provided to all the members of the committee.

The County Board of Legislators needs to develop a mechanism to let employees and legislators know what the process is for purchases and what general Board policies are and how they are enforced.

One of the other recommendations will call for a staffing structure with job descriptions. There was a discussion about the need for a person to administer staff.

Another recommendation will be for a quarterly report of the Board of Legislators expenditures. This will include a line item summary and projection of where the board is headed.

The Special Committee will meet again two weeks from today on July 23<sup>rd</sup> at 1:00 p.m. They will reconvene to review a draft report. It will be circulated beforehand on July 18<sup>th</sup> to committee members.

(Burton, Burrows) move to adjourn the Special Committee on Internal Controls and Procedures. Motion approved 5-0. The Special Committee adjourned at 3:00 p.m.

**AUDIO RECORDING ON FILE FOR REVIEW UPON REQUEST**