

**SPECIAL COMMITTEE ON INTERNAL CONTROLS
AND PROCEDURES LEGISLATION
MINUTES: June 25, 2008**

MEMBERS: Chair: Jenkins; Legislators: Burton, Oros

IN ATTENDANCE: **CE:** B. Randolph; **BOL:** M. Rogowsky, S. Bass, L. Gantress, L. Goldstein, R. Pezzullo, C. Giliberti, S. Schecter, V. Cristiano, B. Desoye, K. Delgado, R. Indelicatto, A. Ettore, T. Bernard, W. Wild, S. Kirkpatrick, O. Rhodes; **GUESTS:** B. Strauss; **Press:** G. Blain (J. News)

With a quorum present, the Special Committee on Internal Controls and Procedures was called to order at 1:20 p.m.

Chairman Jenkins gave an overview of the material which was distributed all the committee members and made available to the public. They included: A list of individuals with cell phones, Blackberry's and laptops, A key to the code of the 2008 Board expenses, The purchase card use guidelines, the April 2008 memo from Chairman Ryan discontinuing the use of the purchase card, procedures and protocols matrix comparison to Nassau and Suffolk, Westchester County vacation time policy, and a draft Board of Legislators Employee Handbook (one copy is on file with the committee).

Olivia Rhodes Deputy Director of Fiscal Affairs met with the committee to answer questions regarding board expenses for the 2008 calendar year. She went through the spreadsheet and explained the various codes that are used to categorize various expenses.

They discussed how office supplies are being ordered and monitored. The committee agreed that an inventory system for furniture and equipment would be helpful. The committee also agreed to do a Board of Legislators quarterly expense report, which is forwarded through the Budget and Appropriations Committee.

Chairman Jenkins asked to supply the committee a clarification of what the NYSAC contract is used for. Every board member should know what's available. There was also a question of the contract with Frank Acacella .

There was discussion of the procedure for travel reimbursement. It was changed in January 2008. Now more than one person is involved in the process. The approval person is different from the person who does the inputting. The Office of Fiscal Affairs ultimately approves the check when they receive receipts. In the county all travel needed to be pre approved. The Board may want to consider a travel authorization process. There should be a difference in the process for staff and one for legislators.

The committee discussed what the legislature should do about cell phone use. Other departments analyze current bills and flag those that have excessive use. Ms. Rhodes suggests we do something similar.

The committee also had a conversation about how resources and supplies are procured at the Board of Legislators.

There was still some question as to what vacation time is allowed to be used and what time must be reimbursed.

The Committee will not meet next week. It will meet the following week on July 9th. Members will soon be informed of the time.

Staff will write a list of recommendations, findings and compile a list of documents we have on file.

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

AUDIO RECORDING ON FILE FOR REVIEW UPON REQUEST