

Warren County Clerk – Motor Vehicles

County Clerk-DMV

AGENDA

Dec. 9, 2014 ~~9:30 a.m.~~ 10:15

Committee Members: *Peter McDevitt, Chair; Evelyn Wood, Ron Vanselow, Doug Beaty, Jim Brock*

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 1. Request to Transfer Funds from A. 1410 425 Reproduction to A. 1410 210 Furniture \$ 4150
Rationale: The request is made to allow for the purchase of ergonomically-designed stools for the DMV as cited in a survey/recommendation conducted by Needham Risk Management (Mike Needham) for improved office seating in accordance with ergonomics standards (9@ \$ 350), current chairs are 10 + years old; also to replace obsolete chairs for the public in the Public Records Room, being a completion of replacement project begun in 2013 (4 @ \$ 250). All chairs will be purchased from state contract. Funds are available due to increased sales of documents via on-line website (e-commerce); this increase, when netted out against the appropriation, leaves a surplus in the * appropriation expense line of 1410.425.
 2. Request to Transfer Funds from A. 1410130 Part Time to A. 11410 120 Overtime: \$ 500
Rationale: The request is made to allow for additional overtime funds to be made available to cover needed time in the DMV brought about by unanticipated long-term medical leave and also to respond to needs of Pistol Permit office during period of high volume activity. Funds are available from unexpended part-time funds.
- IV. Referral/Pending Items: None
- V. Information for Discussion/Review: None
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Warren County Clerk-DMV

SIGNED:



DATE: 12/4/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410 425	Reproduction Expense	A. 1410 210	Furniture	\$4150
A. 1410130	Part Time Salaries	A. 1410 120	Overtime Salaries	\$ 500

Please state reason for transfers requested:

- 1.) Furniture request is to purchase 9 ergonomically correct replacement task chairs for the DMV as per Needham Risk Mgt. survey conducted 6/9/014 and for 4 replacement chairs for the public records room (second half of project begun in 2013). State contract: Funds from additional revenue from internet sales.
- 2.) Funds for OT is request to respond to address high volume in the Pistol Permit office and also to address need in DMV due to unanticipated long-term medical leave within the DMV. Funds are from unused p/t salaries.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.