

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: COUNTY CLERK - MOTOR VEHICLES**

**DATE: DECEMBER 9, 2014**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS MCDEVITT  
VANSELOW  
BEATY

**OTHERS PRESENT:**

PAM VOGEL, COUNTY CLERK  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
SUPERVISOR TAYLOR

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS WOOD  
BROCK

DON LEHMAN, *THE POST STAR*  
SAMANTHA HOGAN, ASSISTANT SECRETARY TO THE CLERK OF THE BOARD

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Mr. McDevitt called the meeting of the County Clerk - Motor Vehicles Committee to order at 10:16 a.m.

Motion was made by Mr. Beaty, seconded by Mr. Vanselow, and carried unanimously to approve the minutes from the previous County Clerk - Motor Vehicle Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Mrs. Vogel presented a request for transfer of funds in the amount of \$4,150 from Budget Code A.1410 425 (County Clerk, Reproduction Expenses) to Budget Code A.1410 210 (County Clerk, Furniture), to purchase 9 ergonomically designed stools for the Department of Motor Vehicles (DMV), and replace 4 chairs located in Public Records and used by members of the public.

Mr. Beaty questioned the funding for the chairs and Paul Dusek, County Administrator, advised these were budgeted funds already existing that had not been expended.

Mr. Beaty inquired as to how often chairs were replaced. Mr. Dusek replied that generally office furniture was kept until it fell apart, but noted that when a concern was raised by a DMV employee, Needham Risk Management was asked to conduct an ergonomic study to see if these concerns were warranted. As a result, Mr. Dusek continued, one of their recommendations was to replace these stools. He noted that these studies had been already undertaken in a few other departments throughout the year.

Mr. Beaty stated he was concerned that by approving this request it would set a precedent for other departments seeking furniture that was not necessary. Mr. Dusek replied that he was confident it would not be an issue.

Mr. Vanselow mentioned that when new furniture had been purchased by the Office of Emergency Services pursuant to an ergonomic study, Amy Clute, Self Insurance Administrator, had stated that upgrades not only lowered the risk of injuries, but insurance rates as well.

After further discussion, a motion was made by Mr. Vanselow, seconded by Mr. McDevitt and carried by a majority vote with Mr. Beaty voting in opposition, to approve the request and refer same to the Finance Committee. *A copy of the request form is on file with the minutes.*

Next Mrs. Vogel presented a request to transfer funds in the amount of \$500 from Budget Code A.1410 130 (County Clerk, Salaries-Part Time) to Budget Code A.1410 120 (County Clerk, Salaries-Overtime) due to an unanticipated long-term medical leave and periods of high volume in the Pistol Permit Office, resulting in a need for overtime.

Motion was made by Mr. Beaty, seconded by Mr. Vanselow and carried unanimously to approve the request for a transfer of funds, as outlined above, and to refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

There being no further business to come before the County Clerk - Motor Vehicles Committee, on motion by Mr. Vanselow and seconded by Mr. Beaty, Mr. McDevitt adjourned the meeting at 10:35 a.m.

Respectfully submitted,  
Samantha Hogan, Assistant Secretary to the Clerk of the Board