

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: April 21, 2009

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Gordon Schrottenboer, James Holtvluwer, Dennis Swartout, Robert Karsten

STAFF & GUESTS: Alan Vanderberg, Administrator; Marie Waalkes, Human Resources Director; Sherri Sayles, Deputy Clerk; Kevin Bowling, Circuit Court Administrator; Sandy Metcalf, Juvenile Services Director; Tammy Lutz, Juvenile Court; June Hagan, Fiscal Services Director; Keith VanBeek, Assistant Administrator; Greg Rappleye, Corporation Counsel; Michael Galligan, Equalization Director; James Bush, Equalization Dept.; Bill Raymond, MI Works!/CAA Director; Mark Knudsen, Planning & Performance Director; Tanya Patino, BizStream; Bradley Slagh, Treasurer; Bob Alward, Detention Center; Tom Hughes, BizStream; Mark Schmidt, BizStream; Greg Steigenga, Undersheriff; Michael Brashears, CMH Director

SUBJECT: CONSENT ITEMS

FC 09-023 Motion: To approve the agenda of today as presented and amended adding Action Item #19 – Lease of Additional Space for Ottawa County Michigan Works!.
Moved by: Karsten UNANIMOUS

FC 09-024 Motion: To approve the minutes of the March 17, 2009, meeting as presented.
Moved by” Schrottenboer UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 09-025 Motion: To approve budget adjustments #134, 155, 156, 192 and 193.
Moved by: Rycenga UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 09-026 Motion: To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the

Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of March 2009.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: BIZSTREAM 2009 ENHANCEMENT
AGREEMENT TO WEB-BASED
COLLABORATIVE CASE MANAGEMENT
SYSTEM (PHASE III)

FC 09-027 Motion: To approve and forward to the Board of Commissioners the 2009 Enhancements Agreement with BizStream for the web-based collaborative case management system in Juvenile Court (Phase III), with funding to come from the Child Care Fund fund balance.

Moved by: Schrotenboer

UNANIMOUS

A power point overview of the software was presented by Tanya Patino, BizStream.

SUBJECT: STATEMENT OF REVIEW

B/C 09-028 Motion: To approve the Statement of Review for the month of March 2009.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: EQUALIZATION REPORT

B/C 09-029 Motion: To approve and forward to the Board of Commissioners the 2009 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.

Moved by: Holtvluwer

UNANIMOUS

The 2009 Equalization Report was presented by Michael Galligan, Equalization Director.

SUBJECT: TREASURER'S INVESTMENT REPORT

BC 09-030 Motion: To receive for information the Treasurer's Quarterly Investment Report as of March 2009.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 09-031 Motion: To receive for information the Interim Financial Statement for the General Fund, Mental Health Fund and Public Health Fund as of March 31, 2009.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: RESOLUTION TO AUTHORIZE "QUALIFYING STATEMENTS" FOR BONDING PURPOSES

FC 09-032 Motion: To approve and forward to the Board of Commissioners the Resolution to authorize Certification of a "Qualifying Statement" for bonding purposes.
Moved by: Rycenga UNANIMOUS

SUBJECT: MI WORKS! PERSONNEL REQUESTS

FC 09-033 Motion: To approve and forward to the Board of Commissioners the proposal from Michigan Works!/CAA to create eight (8) positions as listed below at a cost of \$357,930. All eight (8) positions will sunset when the Recovery Act and Stimulus grant funding ends.

a. **Two (2) Weatherization Inspectors**

To create 2 FTE Weatherization Inspectors (Group T paygrade 11C) at a cost of \$112,524. Funding to come from the U.S. Department of Energy *Regular* Weatherization Grant and the U.S. Department of Energy *Recovery Act* Weatherization Grant.

b. **One (1) Assessment & Eligibility Specialist**

To create 1 FTE Assessment & Eligibility Specialist (Group T paygrade 9B) at a cost of \$49,684. Funding to come from the U.S. Department of Energy *Regular* Weatherization Grant and the U.S. Department of Energy *Recovery Act* Weatherization Grant and the Community Services Block Grant Recovery Act Grant.

c. **One (1) Records Processing Clerk II**

To create 1 FTE Records Processing Clerk II (Group T paygrade 6C) at a cost of \$45,182. Funding to come from the U.S. Department of Energy *Regular* Weatherization Grant and the U.S. Department of Energy *Recovery Act* Weatherization Grant.

d. **One (1) Secretary**

To create 1 FTE Secretary (Group T paygrade 7C) at a cost of \$47,011. Funding to come from Workforce Investment Act Audit, Dislocated Worker & Youth Stimulus Grants.

- e. **One (1) Procurement Contract Coordinator**
To create a .6 FTE Procurement Contract Coordinator (Group T paygrade 12C) at a cost of \$34,821. Funding to come from Workforce Investment Act Adult, Dislocated Worker and Youth funds through June 30, 2009, and then a combination of the Workforce Investment Act program and American Recovery and Reinvestment Act funding.
- f. **One (1) Emergency Services Coordinator**
To create 1 FTE Emergency Services Coordinator (CAA) (Unclassified paygrade 3C) at a cost of \$62,711. Funding to come from Community Services Block Grant Recovery Act Grant and American Recovery and Reinvestment Act funding.
- g. **Reclassification of One (1) Assessment & Eligibility Specialist to One (1) Weatherization Assistance Program Coordinator**
To reclassify 1 FTE Assessment & Eligibility Specialist (Group T paygrade 9) to 1 FTE Weatherization Assistance Program Coordinator (Group T paygrade 14B) at a cost of \$5,997. Funding to come from U.S. Department of Energy *Recovery Act* Weatherization Grant.

Moved by: Karsten

UNANIMOUS

SUBJECT: RECLASSIFICATION OF ONE (1) CORRECTIONS OFFICER TO ONE (1) COURT SERVICES OFFICER

FC 09-034 Motion: To approve and forward to the Board of Commissioners the proposal from the Sheriff's Office to reclassify 1 FTE Corrections Officer (POAM Non-312 E-Step) to 1 FTE Court Services Officer (POAM Non-312 E-Step) at a cost of \$3,612. Funding to come from Sheriff's Office existing budget.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: PURCHASE OF MERS (MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR DAVID J. KNOLL

FC 09-035 Motion: To approve and recommend to the Board of Commissioners the purchase of MERS generic service credits for David J. Knoll.

Total Cost:	\$34,408.00
Employer Cost:	\$0
Employee Cost:	\$34,408.00

Moved by: Schrottenboer

UNANIMOUS

**SUBJECT: COMMUNITY MENTAL HEALTH – PERSONNEL
REQUEST**

FC 09-036 Motion: To approve and forward to the Board of Commissioners the proposal from Community Mental Health to create 1 FTE Mental Health Program Director (Unclassified paygrade 10) at a cost of \$110,920. Funding to come from positions that are currently vacant and fund balance.

Moved by: Schrottenboer

UNANIMOUS

**SUBJECT: RESOLUTION TO AFFIRM THE BOARD OF
COMMISSIONERS SUPPORT FOR THE
RESTORATION OF REVENUE SHARING OF
MICHIGAN COUNTIES**

FC 09-037 Motion: To approve and forward to the Board of Commissioners the Resolution of support for the restoration of revenue sharing to Michigan counties, as required by MCL 141.911(6).

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: STORAGE BUILDING

FC 09-038 Motion: To approve and recommend to the Board of Commissioners the acceptance of the low bid by Lamar Construction to construct a storage building at the Fillmore Complex. Total cost of the project is \$411,500. Funding will come from the unspent funds from the Grand Haven Courthouse and Fillmore Street addition projects.

Moved by: Karsten

UNANIMOUS

**SUBJECT: REQUEST FOR CONFERENCE TRAVEL
APPROVAL**

FC 09-039 Motion: To approve and forward to the Board of Commissioners reimbursement for all conference and travel costs incurred by the Administrator to attend the International City/County Management Association (ICMA) 2009 Annual Conference, September 13-16, in Montreal, Quebec, Canada.

Moved by: Karsten

UNANIMOUS

**SUBJECT: ELIMINATION OF GENERAL FUND RESERVE
FOR GRANTS**

FC 09-040 Motion: To approve and forward to the Board of Commissioners the elimination of the General Fund Reserve for Grants – JTPA - (MI! Works) in the amount of \$122,505.20 as of 1/1/2009.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: ELIMINATION OF FUTURE RESERVES OF MAP
ROYALTIES REVENUES FOR ARIAL SURVEYS

FC 09-041 Motion: To approve and forward to the Board of Commissioners the elimination of future reserves of Map Royalties Revenues for Aerial Surveys effective 12/31/2008.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: PLANNING AND PERFORMANCE
DEPARTMENT POSITION REQUEST

FC 09-042 Motion: To approve and forward to the Board of Commissioners the use of \$25,000 included in the 2009 budget for economic development attraction to fund either a part-time position or contractual position to administer the American grants that will be received under the Recovery and Reinvestment Act.
Moved by: Karsten UNANIMOUS

SUBJECT: LEASE OF ADDITIONAL SPACE AT 115
CLOVER AVENUE, HOLLAND, MICHIGAN
FROM OTTAWA COUNTY MICHIGAN WORKS!

FC 09-043 Motion: To approve and forward to the Board of Commissioners the Lease between Huntington National Bank and the County of Ottawa for additional space for Ottawa County Michigan Works!, at 115 Clover Avenue, Holland, Michigan subject to final approval of Lease language by Corporation Counsel, with funding to come from State of Michigan grant fund (Federal Stimulus package).
Moved by: Schrottenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Special Finance Committee Meeting on May 12, 2009, at 12:00 p.m.
 - a. Tax Allocation Recommendation
 - b. Intent to Increase Millage Resolution
 - c. Water and Sew Bonds Discussion

June Hagan reported a Special Finance and Administration Meeting will be held on May 12th at 12:00 p.m.

2. The Administrator reported half of the funding for the BizStream enhancements will come from the Child Care Fund and the other half will be loaned from the Circuit Court fund.

SUBJECT: ADJOURNMENT

The meeting adjourned at 11:23 p.m.