

Agenda
FINANCE AND ADMINISTRATION COMMITTEE
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
August 25, 2009
12:00 Noon

Consent Items:

1. Approval of Agenda
2. Approval of Minutes from the July 21, 2009 Meetings.

Action Items:

1. Monthly Budget Adjustments
Suggested 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 July 2009.
2. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments # 440, 461, 465, 473, 474, 475, 476, 493, and 494.
3. Statement of Review for July
Suggested Motion:
To approve the Statement of Review for the month of July 2009.
4. Approval for Reorganization of the Human Resources Department
Suggested Motion:
To approve and forward to the Board of Commissioners the reorganization proposal from the Human Resources Department to:
 - Eliminate one (1) FTE Benefits Specialist Position (Unclassified, paygrade 04)
 - Eliminate one (1) FTE Personnel Specialist Position (Unclassified, paygrade 04)
 - Create one (1) FTE Human Resources Generalist (Unclassified, paygrade 04)
 - Increase an existing .5 FTE Training & Development Coordinator Position to full-time (1.0 FTE) (Unclassified, paygrade 04),for an annual dollar savings of \$23,279.
5. Officer and Employee Delegate For MERS Annual Meeting
Suggested Motion:
To approve and forward to the Board of Commissioners the nomination of Marcie VerBeek as Officer Delegate, Marie Waalkes as Alternate Officer Delegate, Sherrell Costello as Employee Delegate, and Robert Melamed as Alternate Employee Delegate to the MERS 63rd Annual Meeting held September 15-17, 2009, in Grand Rapids, Michigan

6. 2008 Cost Allocation Plan
(Please bring report with you to the Board of Commissioners' meeting.)
Suggested Motion:
To approve and forward to the Board of Commissioners the 2008 Cost Allocation Plan for implementation in the 2010 budget.
7. IT Billing Rate Study for 2010
(Please bring report with you to the Board of Commissioners' meeting.)
Suggested Motion:
To approve and forward to the Board of Commissioners the Information Technology Billing Rate Study for 2010 for implementation in the 2010 budget.
8. Fiscal Services Organizational Review
Suggested Motion:
To approve and forward to the Board of Commissioners the request for proposal from Plante & Moran to perform a Fiscal Services Organizational Review at a cost of \$39,000. Funding is included in the 2009 budget.
9. Recovery Zone Bonds Resolution – City of Grand Haven
Suggested Motion:
To approve and forward to the Board of Commissioners the proposed resolution to designate the City of Grand Haven as a “Recovery Zone” and to assign an amount of not to exceed \$5.6 million of Ottawa County’s Recovery Zone Economic Development Bond allocation to the City of Grand Haven for the “Washington Avenue Reconstruction” Project.
10. Ottawa County Michigan Works! Michigan Prisoner Re-Entry Proposal
Suggested Motion:
To approve and forward to the Board of Commissioners a proposal that Ottawa County, working through Ottawa County Michigan Works! Agency, act as fiscal agent for the Regional Michigan Prisoner Re-Entry Initiative Grant (Muskegon, Ottawa and Oceana Counties) and to add a new position to assist with administering the program, funding therefore to be included in the grant.
11. Ottawa County Public Housing Commission – Consultant Proposal
Suggested Motion:
To approve and forward to the Board of Commissioners a request by Community Action Agency (CAA) to seek proposals from qualified consulting firms for a study concerning the need for an expanded role for the Ottawa County Housing Commission. Funding to come from a CAA Block grant.

Discussion Item:

1. Treasurer’s financial month end update for July 2009.
2. Commissioners’ 2010 Budget