

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: August 25, 2009

TIME: 12:00 Noon

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith VanBeek, Assistant Administrator; Bradley Slagh, Treasurer; Mark Knudsen, Planning & Performance Director; June Hagan, Fiscal Services Director; Sherri Sayles, Deputy Clerk; Marie Waalkes, Human Resources Director; Greg Rappleye, Corporation Counsel; Pat McGinnis, Grand Haven City Manager

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and approve by consent the minutes of the July 21, 2009, meeting as presented.

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 09-087 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.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 09-088 Motion: To approve budget adjustments #440, 461, 465, 473, 474, 475, 476, 493 and 494.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR JULY

FC 09-089 Motion: To approve the Statement of Review for the month of July 2009.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: APPROVAL FOR REORGANIZATION OF THE HUMAN RESOURCES DEPARTMENT

FC 09-090 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.

Moved by: Rycenga UNANIMOUS

SUBJECT: OFFICER AND EMPLOYEE DELEGATE FOR MERS ANNUAL MEETING

FC 09-091 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.

Moved by: Schrottenboer UNANIMOUS

SUBJECT: 2008 COST ALLOCATION PLAN

FC 09-092 Motion: To approve and forward to the Board of Commissioners the 2008 Cost Allocation Plan for implementation in the 2010 budget.

Moved by: Rycenga UNANIMOUS

SUBJECT: IT BILLING RATE STUDY FOR 2010

FC 09-093 Motion: To approve and forward to the Board of Commissioners the Information Technology Billing Rate Study for 2010 for implementation in the 2010 budget.

Moved by: Schrottenboer UNANIMOUS

SUBJECT: FISCAL SERVICES ORGANIZATIONAL REVIEW

FC 09-094 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.

Moved by: Schrottenboer UNANIMOUS

SUBJECT: RECOVERY ZONE BONDS RESOLUTION – CITY OF GRAND HAVEN

FC 09-095 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.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: OTTAWA COUNTY MICHIGAN WORKS!
MICHIGAN PRISONER RE-ENTRY PROPOSAL

FC 09-096 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.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: OTTAWA COUNTY PUBLIC HOUSING
COMMISSION – CONSULTANT PROPOSAL

FC 09-097 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.

Moved by: Holtvluer

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer’s financial month end update for July 2009 - The July 2009 financial month end update was presented by Bradley Slagh.
2. Commissioners’ 2010 Budget – June Hagan reported the 2010 budget is still 2.8% over the 2008 budget. A number of line items that could be considered for further cuts were discussed.

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:05 p.m.