

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: November 24, 2009

TIME: 11:55 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; June Hagan, Fiscal Services Director; Sherri Sayles, Deputy Clerk; Marie Waalkes, Human Resources Director; Marcie VerBeek, Human Resources; Keith Van Beek, Assistant Administrator; Michael Galligan, Equalization Director; Marcia VanVelzen, Equalization Dept.

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and approve by consent the minutes of the October 20, 2009, meeting as presented.

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 09-131 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 October 2009.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 09-132 Motion: To approve budget adjustments #689, 690, 703, 744, 745, 746, 747 and 756.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR OCTOBER

FC 09-133 Motion: To approve the Statement of Review for the month of October 2009.

Moved by: Karsten

UNANIMOUS

SUBJECT: ECONOMIC DEVELOPMENT ADMINISTRATION
REVOLVING LOAN FUND (RLF) GRANT
(TABLED AT OCTOBER MEETING)

FC 09-134 Motion: To postpone further consideration of a proposal to apply for a \$500,000 Economic Development Administration (EDA) Revolving Loan Fund (RLF) Grant and provide a permanent match not to exceed \$500,000 from funds in the County's Infrastructure Loan Fund, pending further research of alternative structures for such a program.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: AMENDED 2009 APPORTIONMENT REPORT

FC 09-135 Motion: To approve and forward to the Board of Commissioners the amended 2009 Apportionment Report.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: 2008 WAGE AND CLASSIFICATION STUDY

FC 09-136 Motion: To approve and forward to the Board of Commissioners the 2008 Wage and Classification Study to be inclusive of the Unclassified Group, Court Unclassified Group, Group T, Juvenile Court Employees Association, District Court Employees Association, Michigan Nurses Association, and Circuit Court – Friend of the Court Employees Association, to be effective January 1, 2009. (Employees of Community Mental Health, Prosecutor's Office, County Clerk's Office and the Chief Deputy Clerks are not included in the study.) Total cost for all funds for 2009 and 2010 is \$554,843. The General Fund costs are budgeted in the 2009 and 2010 Budgets. The General Fund may provide minimal support to those grant funded programs that require supplemented funding in 2010.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: HOUSEKEEPING SERVICES

FC 09-137 Motion: To approve and forward to the Board of Commissioners the Bid Acceptance for Housekeeping Services with Enviro-Clean in the amount of \$193,832.64. Funding is included in the 2010 Budget.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update for October 2009 – No discussion.

SUBJECT: ADJOURNMENT

FC 09-138 Motion: To adjourn at 12:16 p.m.
Moved by: Schrotenboer UNANIMOUS