

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: January 26, 2010

TIME: 12:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Karsten, Gordon Schrottenboer, Donald Disselkoen, Roger Rycenga, Dennis Swartout

STAFF & GUESTS: Bradley Slagh, Treasurer; June Hagan, Fiscal Services Director; Lynne Doyle, CMH, Sherri Sayles, Deputy Clerk; Alan Vanderberg, Administrator; Keith Van Beek, Assistant Administrator; Marcie VerBeek, Human Resources

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and approve by consent the minutes of the December 15, 2009, meeting as presented.

SUBJECT: ELECTION OF VICE CHAIRPERSON

FC 10-001 Motion: To elect Roger Rycenga as Vice Chairperson of the Finance and Administration Committee for 2010.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: BUDGET CALENDAR

FC 10-002 Motion: To approve and forward to the Board of Commissioners the 2011 Budget Calendar.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 10-003 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 December 2009.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 10-004 Motion: To approve budget adjustments #906, 907, 908, 909, 911, 912, 913, 914, 915, 916, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 42 and 43.
Moved by: Rycenga UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR DECEMBER

FC 10-005 Motion: To approve the Statement of Review for the month of December 2009.
Moved by: Karsten UNANIMOUS

SUBJECT: MERS MILITARY SERVICE CREDITS PURCHASE

FC 10-006 Motion: To approve and forward to the Board of Commissioners the purchase of four (4) years of military service credits for Christopher J. Munley (Sergeant, Ottawa County Sheriff's Office).

County Cost:	\$19,837.74
Employee Cost:	\$13,154.26
Total Cost:	\$32,992.00

Moved by: Schrottenboer MOTION PASSED

Yeas: Schrottenboer, Disselkoen, Rycenga, Swartout. (4)
Nays: Karsten. (1)

SUBJECT: POSITION REQUEST FOR DEVELOPMENTAL DISABILITIES CLINICAL TEAM PROGRAM COORDINATOR

FC 10-007 Motion: To approve and forward to the Board of Commissioners the recommendation to create one (1) FTE position of DD Clinical Team Program Coordinator – (Unclassified/paygrade 07) at the cost of \$83,054 - \$98,678 for the budget year. Funding to come from Medicaid / State/ Local funding.
Moved by: Karsten UNANIMOUS

SUBJECT: POSITION REQUEST FOR MENTAL HEALTH CLINICIAN/WAITING LIST MANAGER

FC 10-008 Motion: To approve and forward to the Board of Commissioners the recommendation to create one (1) FTE position of Mental Health Clinician

– (Group T/paygrade 14) at the cost of \$69,856.00 for the budget year.
Funding to come from Medicaid / State / Local funding.

Moved by: Schrottenboer UNANIMOUS

SUBJECT: REQUEST TO TEMPORARILY INCREASE
HOURS FOR PROGRAM COORDINATOR -
EVIDENCE BASED PRACTICES / PROGRAM
DEVELOPMENT

FC 10-009 Motion: To approve and forward to the Board of Commissioners the recommendation to temporarily increase the hours of the CMH Program Coordinator – Evidence Based Practiced/Program Development from 24 hours to 40 hours per week for 6 months at a cost of \$47,726. Funding to come from Medicaid / State / Local funding

Moved by: Schrottenboer UNANIMOUS

SUBJECT: COMMISSIONER TRAVEL SURVEY

FC 10-010 Motion: To approve and forward to the Board of Commissioners option two (2) for the Board of Commissioners Conference and Travel.

Moved by: Rycenga UNANIMOUS

SUBJECT: QUARTERLY TREASURER’S INVESTMENT
REPORT

FC 10-011 Motion: To receive for information the Treasurer’s Quarterly Investment Report as of December 31, 2009.

Moved by: Rycenga UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 10-012 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of December 31, 2009.

Moved by: Schrottenboer UNANIMOUS

SUBJECT: INTERGOVERNMENTAL AGREEMENT TO
CREATE THE OTTAWA LAND BANK
AUTHORITY

FC 10-013 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the proposed Intergovernmental Agreement between the Michigan Land Bank Fast Track Authority and the Treasurer of Ottawa County establishing the Ottawa County Land Bank Authority.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: ARTICLES OF INCORPORATION AND BY-LAWS OF THE OTTAWA COUNTY LAND BANK AUTHORITY

FC 10-014 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the proposed Articles of Incorporation and By-Laws of the Ottawa County Land Bank Authority.

Moved by: Rycenga

UNANIMOUS

SUBJECT: "MISSION STATEMENT" AND "PRIORITIES AND POLICIES" OF THE OTTAWA COUNTY LAND BANK AUTHORITY

FC 10-015 Motion: To approve and forward to the Board of Commissioners the Resolution of the proposed "Mission Statement " and "Priorities and Policies for Property Acquisition and Disposition" of the Ottawa County Land Bank Authority.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: LOAN OF \$50,000 FROM THE LAND SALE PROCEEDS ACCOUNT TO THE OTTAWA COUNTY LAND BANK AUTHORITY

FC 10-016 Motion: To approve and forward to the Board of Commissioners the request of the Ottawa County Treasurer to loan \$50,000 (interest-free) from the Land Sale Proceeds Account to fund the start-up operations of the Ottawa County Land Bank Authority.

Moved by: Rycenga

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County, Michigan Insurance Authority's 2009 audit.
2. Engagement letter with Vredeveld Haefner, LLC for the County of Ottawa 2009 audit.
3. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County Drain Commission 2009 audit.

June Hagan reported the three letters listed above are routine engagement letters the County receives.

4. ARRA Funding List for MI Works and CAA – June Hagan reported MI Works and CAA have received \$7,431,398 in stimulus dollars this far.

SUBJECT: ADJOURNMENT

FC 10-017 Motion: To adjourn at 12:43 p.m.
Moved by: Rycenga

UNANIMOUS