

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, August 24, 2010**  
**11:30 a.m.**

**Consent Items:**

1. Approval of the Agenda
2. Approval of Minutes from the July 20, 2010 Meeting.

**Action Items:**

3. 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, 2010.
4. Budget Adjustments Greater than \$50,000  
Suggested Motion:  
To approve budget adjustments #448, #468, #469, #470, #485, #495, and #496.
5. Statement of Review for July  
Suggested Motion:  
To approve the Statement of Review for the month of July 2010.
6. Government Finance Officers Association Distinguished Budget Presentation Award  
Suggested Motion:  
To receive and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2010.
7. Officer and Employee Delegate for MERS Annual Meeting  
Suggested Motion:  
To approve and forward to the Board of Commissioners the nomination of Robert Spaman as Officer Delegate, Marie Waalkes as Alternate Officer Delegate, Erin Rotman as Employee Delegate, and Robert Melamed as Alternate Employee Delegate to the MERS 64<sup>th</sup> Annual Meeting to be held September 15-17, 2010 in Kalamazoo, Michigan.
8. Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Nora Jean Butcher  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credit for \$29,243 (total cost to be paid by employee, Nora Jean Butcher).  
  
Total Cost:       \$29,243  
Employer Cost:   \$0  
Employee Cost:   \$29,243

9. Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Steven M. Burgess  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of two (2) years of MERS generic service credit for \$38,213 (total cost to be paid by employee, Steven M. Burgess).  
  
Total Cost: \$38,213  
Employer Cost: \$0  
Employee Cost: \$38,213
10. Resolution Establishing Fee to Perform Marriage Ceremony  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution establishing a \$10.00 fee for the Ottawa County Clerk to perform a marriage ceremony.
11. Community Mental Health Personnel Request for Mental Health Nurse  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Mental Health Nurse at a cost of \$67,169.
12. Community Mental Health Personnel Request for Mental Health Nurse - Children's Services  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to increase a .5 FTE Mental Health Nurse to one (1) full-time Mental Health Nurse at a cost of \$33,315.
13. Community Mental Health Personnel Request for Mental Health Program Coordinator  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Mental Health Program Coordinator at a cost of \$92,507.
14. Community Mental Health Personnel Request for Mental Health Clinician  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to eliminate one (1) full-time Mental Health Specialist (Group T/paygrade 12) and to create one (1) full-time Mental Health Clinician at a cost of \$71,066.
15. Community Mental Health Personnel Request for Parent Peer Specialist  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Parent Peer Specialist at a cost of \$47,240.
16. Community Mental Health Personnel Request for Peer Specialist - ACT/IDDT  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Peer Specialist - ACT/IDDT at a cost of \$47,240.

**Discussion Items:**

17. Treasurer's financial month end update for July 2010.

**Adjournment**

**Comments on the day's business are to be limited to three (3) minutes.**